

Number: F2	Title: Acting Up to fill Temporary Management Posts	Date: September 2022
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1. RECRUITMENT PROCEDURES FOR TEMPORARY HEAD TEACHER AND DEPUTE HEAD TEACHER POSTS IN PRIMARY AND SECONDARY SCHOOLS.

1.1 This paper sets out clear arrangements for the recruitment of staff to temporary Head Teacher and Depute Head Teacher posts in primary and secondary schools on an acting basis. The posts covered by these arrangements are Acting Head Teacher and Acting Depute Head Teacher.

1.2 There are two specific periods of temporary responsibility:

- Short term periods of no more than 12 weeks
- Long term periods of more than 13 weeks but no longer than 23 months

1.3 In exceptional cases where there is a requirement to extend a short term arrangement, that arrangement can be continued.

1.4 All long term temporary promoted posts will be open to staff from other schools to ensure leadership capacity is developed across the authority and to enable equality of opportunity for those who meet the eligibility criteria.

1.5 Acting appointments will not automatically lead to appointment to longer periods of acting, a longer temporary contract or a permanent contract.

1.6 Pay arrangements are in accordance with SNCT Terms & Conditions.

2. RECRUITMENT OF ACTING PROMOTED STAFF TO PRIMARY/SECONDARY SCHOOLS

Short Term (up to 12 weeks)	Long term (13 weeks to 23 months)
2.1 Who is eligible for acting HT posts	2.2 Who is eligible for acting HT posts
<p>In cases of short term acting, it is preferable to find a solution from within the school or cluster as follows:</p> <p>Where there is a DHT in the school they will be expected to undertake the role of acting HT</p> <p>In schools with multiple DHTs expressions of interest will be sought from all DHTS in the school.</p> <p>In schools where there is no DHT a PT will be considered as acting HT.</p> <p>It neither of the above options is possible or appropriate then a solution will be found from within the existing cluster leadership.</p>	<p>All current HTs and DHT will be asked for expressions of interest.</p> <p>In the cases of primary schools with less than 7 classes, expressions of interest may also be sought from substantive PTs.</p>

2.3 Who is eligible for short term acting DHT posts?	2.4 Who is eligible for long term acting DHT posts?
Short term acting DHT posts will be backfilled at the discretion of the Head of Service or Director in discussion with HT.	Any current DHT/PT or CT will be asked for expressions of interest from their substantive posts.
2.5 What is the format of expressions of interest?	2.6 What is the format of expressions of interest?
N/A	For Acting HT posts, expressions of interest should be emailed to the appropriate Head of Service/Locality QIO. For Acting DHT posts, expressions of interest should be emailed to the substantive Head Teacher. This should be in the format of one side of A4 and describe the following: <ul style="list-style-type: none"> • Skills and experiences to date • Why this post is an appropriate professional learning opportunity for the candidate at this time
2.7 Recruitment Panel for Acting Head Teachers	
The recruitment panel for all long term Acting HT posts will consist of: <ul style="list-style-type: none"> • Head of Service (Chair) • Locality QIO • Parent(s) • Elected member 	
2.8 Recruitment Panel for Acting Depute Head Teachers	
The recruitment panel for all long term Acting DHT posts will consist of: <ul style="list-style-type: none"> • Headteacher (Chair) • Locality QIO • Peer Headteacher • Parent 	

3. SUPPORT FOR LONG TERM ACTING HEAD TEACHERS

- 3.1 All Acting Head Teachers will be supported by their locality QIO.
- 3.2 All long term Acting Head Teachers will be matched with a peer Head Teacher who will undertake a mentoring role with them. This will involve at least 1 formal termly meeting and informal support and guidance as required.
- 3.3 Any Acting Head Teacher in post for more than 12 months will have an arranged Professional Review and Development meeting with the relevant Service Leader.
- 3.4 All long term Acting Head Teachers in primary schools covering planned vacancies of more than one school session will be eligible to participate in the Induction Programme for Primary Head Teachers.