

Education and Learning Directorate  
Procedures and Guidelines

# APPOINTMENT PROCEDURES FOR MIDDLE LEADERS FOLLOWING A REVIEW OF MANAGEMENT ARRANGEMENTS

2024

## 1 INTRODUCTION

1.1 Each partnership school is allocated a Principal Teacher based on guidelines approved by the LNCT. Headteachers must consult with the Schools' Manager - People before commencing a recruitment process.

## 2 ADVERTISING AND APPOINTING POSTS

2.1 A Principal Teacher (Partnership) Job Description is available that covers the posts available. There is also a generic Person Specification created for the Principal Teacher (Partnership) post.

2.2 All Principal Teacher (Partnership) posts must be advertised in accordance with LNCT agreed procedures (please see Recruitment and Appointment of Teachers to Promoted Teaching Posts in Dumfries & Galloway 2018). A Practical Management task will be used that takes into account the specific nature of the Principal Teacher (Partnership) post.

2.3 If, following the appointment of a Principal Teacher (Partnership), an overstaffing situation is created, the LNCT agreed procedure, Policy for the Redeployment of Extra-Numerary Teaching Staff at all Levels 2020, must be followed. If the extra-numerary teacher has a partnership contract, then they should be redeployed within the partnership they are currently employed within, where possible.

## 3 MANAGEMENT ARRANGEMENTS REVIEW

3.1 A review of management arrangements may be carried out which makes alterations to partnership structures. Any review will be based on the Council's Strategic Framework.

3.2 If a school, which was previously in a two-school partnership, moves to become a single school, the school will not be entitled to a Principal Teacher (Partnership) position. In such cases, the Principal Teacher will be subject to LNCT agreed Redeployment Procedures.

3.3 If following review, there is not a requirement for a Depute Headteacher position in a two-school partnership then the following steps should be applied:

1. The Depute Headteacher in the school which will become part of a two-school partnership will be offered the opportunity of redeployment under LNCT agreed procedures to a similar position elsewhere. This will be available up to 3 months from the downgrading of the position.
2. If no suitable redeployment positions are available for the Depute Headteacher then they should be offered the Principal Teacher (Partnership) role in the school, where cash conservation for three years is applied. \*
3. Thereafter, those remaining without a Depute Headteacher post will be redeployed to a suitable vacancy as a Principal Teacher or class teacher with conservation of salary for three years. Vacant posts with a salary closest to the existing salary will be offered in the first instance.
4. Depute Headteachers who refuse to be redeployed to a suitable Depute Headteacher or Principal Teacher post with conservation of salary for three years will

be redeployed to a suitable teaching post as soon as possible, with no conservation of salary.

3.4 If following a management review, or as a result of a redeployment of a Depute Headteacher from section 3.3 above, there is an overstaffing situation of Principal Teachers, the following steps should be applied:

1. The Principal Teacher in the school which will become part of a two-school partnership will be offered the opportunity of redeployment under LNCT agreed procedures to a similar position elsewhere. This will be available up to 3 months from the downgrading of the position.
2. If no suitable redeployment positions are available for the Principal Teacher, then they should be offered a class teacher role in the school, where cash conservation for three years is applied. \*
3. If this then creates an overstaffing situation for substantive class teachers the Redeployment of Extra-Numerary Staff at all Levels policy will then be followed.

#### **\*Conservation – General Provisions**

1.63 The application of cash conservation will commence at the date at which the downgrading of the salary for the post, transfer or cessation of temporary appointment takes effect. During the period of cash conservation, the post holder will continue to receive his/her previous salary but will not receive any increase resulting from pay awards (other than in the circumstances outlined in 1.64 below). At the end of the period, the cash conservation will end and the post holder will then receive the normal salary for the post she/he now holds.

1.64 During any period of conservation, when the normal salary for the post occupied exceeds the conserved salary being paid (for example, through the application of pay awards), the post holder will receive the normal salary for the post with effect from that date.

1.65 Conservation of salary will cease following voluntary application for, and appointment to, a new post.

1.66 There shall be no entitlement to conservation of salary where;

(a) a teacher is transferred and ceases to be entitled to receive a remote school/distant island allowance payable (in terms of paragraph 1.68 below) or suffers a reduction in the amount of such an allowance; or

(b) a teacher refuses unreasonably, on two occasions, to accept an alternative equivalent, or better, post.

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## Document History

### Scheme Guidance

Version	Revision Date	Previous Revision Date	Summary of Changes
1.0	4 October 2022	8 October 2013	
2.0	23 January 2024	4 October 2022	Addition of section 3.4

### Committee Approval

Version	Committee	Committee Date

### Distribution

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