

Inverclyde Council

Education Services



LNCT 10 – Temporary Promoted Posts in Schools

May 2024

1. The procedure for appointment to temporary promoted posts is set out below. This is not 'acting-up' on a short-term basis as defined in a job description. This does not apply to posts created through temporary funding opportunities where other guidance will be issued.
2. The staff eligible for temporary promoted appointments in schools is as follows:
 - Temporary Head Teacher Post –this post is open to application from any Depute Head Teachers within the authority
 - Temporary Depute Head Teacher Post – this post is open to application from any Principal Teachers and class teachers with relevant experience e.g. acting up as Principal teacher, within the authority.
 - Temporary Principal Teacher Post – this post is open to application from teachers within the authority
3. If no suitable candidates are sourced from within the authority, then a temporary post will be advertised outwith Inverclyde.
4. These posts will be treated in the same way as a secondment and permission should be sought from your line manager. Release of staff to take up temporary promoted appointments relies on appropriate backfill for the substantive post being secured. The right of return to a substantive post will be negotiated on a case-by-case basis.
5. Temporary promoted posts will not normally exceed 23 months. If a post is to be vacant for longer than that then, unless there are exceptional circumstances, the Authority would move to fill the post on a permanent basis. A statement of particulars of employment will be issued to staff in these posts outlining the duration of the post, the remit involved and any other relevant information.

6. In general, support for those in temporary promoted positions will be provided by line managers. In the case of Depute Heads and Principal Teachers requests can be made for additional Authority support.
7. Temporary short term cover to respond to an immediate vacancy, defined as an 'acting-up' post will be covered on an interim basis within the school. This would be in the instance to cover for a teacher who is temporarily absent and may also be pending an advert going authority wide per above. If no suitable candidate can be found from within the school's staff team then the advert can go out across the authority.
8. The staff eligible for acting up appointments in secondary school is as follows:
 - Acting Head Teacher – this post is open to applications from the Deputes in the school
 - Acting Depute Head Teacher – this post is open to applications from the Principal Teachers in the school as well as class teachers with relevant experience.

Acting Principal Teacher – this post is open to applications from teachers in relevant departments/faculty of the school.

9. The staff eligible for acting up appointments in primary school is as follows:
 - Acting Head Teacher – the Depute in the school would be appointed. If there is more than one Depute then the Acting Head Teacher post would be open to application as per the secondary noted above.
 - Acting Depute Head Teacher – this post is open to applications from the Principal Teacher in the school. If there is no Principal Teacher within the school the post is open to application from any Principal Teachers within the authority
 - Acting Principal Teacher – this post is open to applications from teachers within the school.