

**City of Edinburgh Council  
Procedures for Acting Up Appointments  
for Promoted Teaching Posts**

**LOCAL NEGOTIATING COMMITTEE FOR TEACHERS  
Local Agreement**

**1. PURPOSE**

- 1.1 The purpose of this procedure is to define the circumstances where a promoted post would be offered as an acting-up position in a school/service and how those responsible for leading and managing this process would take it forward effectively.

**2. SCOPE**

- 2.1 This procedure applies to all promoted teaching posts in all sectors/services which are to be filled by means of an acting up in the short and long term.

**3. DEFINITIONS**

HT – Head Teacher  
DHT – Depute Head Teacher  
PT – Principal Teacher  
CL – Curriculum Leader  
HofE – Head of Education  
QIEO – Quality Improvement Education Officer  
QIEM – Quality Improvement Education Manager  
SEO – Senior Education Officer  
CLPL – Career Long Professional Learning

**4. RATIONALE and ARRANGEMENTS**

- 4.1 From time to time it may be necessary to fill promoted posts on an acting basis in a school, education establishment or education team, pending a permanent appointment to the promoted post or in place of a promoted teacher who is temporarily absent.
- 4.2 It is important in terms of equity and fairness that all vacancies are open to all authority personnel who have the required experience, skills and knowledge for these management posts. It is recognised that staff value the opportunity to undertake acting up appointments or of being involved in the process of applying and being interviewed for such vacancies.
- 4.3 An Acting Up is a short to medium term solution for when a temporary vacancy arises – e.g. maternity leave, employment break or illness.

Implementation Date  
1<sup>st</sup> September 2024

Review Date  
December 2026

4.4 There is no entitlement to be made permanent in that role at the end of an Acting Up Appointment and employees will return to their substantive post at the end of the Acting Up period.

4.5 If an employee on a fixed term contract is successful in gaining an Acting Up appointment and accepts and moves into that post, then they are choosing to end their original fixed term contract, and cannot return to it at a later date. That original post would need to be readvertised following current recruitment procedures.

## **5. PROCEDURES - SHORT TERM (Less than 19 weeks)**

5.1 The school session is 195 days (39 weeks). Appointments for less than half of the full session are deemed to be 'short term' appointments.

5.2 Where the Work Force Panel does not consider the vacancy suitable for a surplus CL/PT, DHT or HT within the Department, the post will be released for filling as appropriate.

### **5.3 Curriculum Leader/Principal Teacher**

The HT will invite all suitably qualified staff in the school, including those on employment break, secondment or maternity/paternity/adoption leave etc., to express an interest in the acting post.

**Any suitably qualified staff who apply should be interviewed, even if there is only one applicant.**

The interview panel will normally be the HT and a DHT. If there is no DHT, the interview should involve the HT and an Assisting HT/DHT from another school within the same sector.

All interview panel members must be fully trained in the recruitment and selection process prior to participation, in accordance with legislative requirements and the Council's Recruitment and Selection Policy Framework.

If no school candidate wishes to act up, then the post must be advertised on My Job Scotland for one week, internal to the authority, using the normal process.

**Anyone wishing to apply must have their Headteacher's permission before applying.**

### **5.4 Depute Head Teacher**

The HT will invite all suitably qualified staff in the school to express an interest in the acting post.

**Any suitably qualified staff who apply should be interviewed, even if there is only one applicant.**

The interview panel will normally be the Headteacher, an Assisting HT from another school within the same sector, and a 3<sup>rd</sup> member panel member – this could be a parent/carer who has completed recruitment training.

All interview panel members must be fully trained in the recruitment and selection process prior to participation, in accordance with legislative requirements and the Council's Recruitment and Selection Policy Framework.

If no school candidate wishes to act up, then the post must be advertised on My Job Scotland for one week, internal to the authority, using the normal process.

**Anyone wishing to apply must have their Headteacher's permission before applying.**

### 5.5 Head Teacher (Primary, Secondary and Special schools)

The Head of Education will invite the Depute Headteacher/s in the school to express an interest in the acting post.

**Any suitably qualified staff who apply should be interviewed, even if there is only one applicant.**

If no school candidate wishes to act up, then the Head of Education may second a substantive Headteacher or Depute Headteacher into the role from another school. If it becomes apparent that the absence of the substantive Headteacher will be longer than 19 weeks, then the post should be advertised for one week, internal to the authority, using the normal process.

All interview panel members must be fully trained in the recruitment and selection process prior to participation, in accordance with legislative requirements and the Council's Recruitment and Selection Policy Framework

**Anyone wishing to apply must have their Headteacher's permission before applying.**

## 6 PROCEDURES - LONG TERM (More than 19 weeks)

6.1 The school session is of 195 days (39 weeks). Appointments for more than half of the full session are deemed to be 'long term' appointments

6.2 When the known vacancy is longer than 19 weeks, such as a secondment, employment break or maternity leave, and the appropriate Head of Education does not consider the vacancy suitable for a surplus PT, DHT or HT within the Education Service, the post will normally be open to all authority staff. **The post should be advertised for one week, internal to the authority, using the normal process.**

6.3 When one of these longer term vacancies occurs, the following arrangements will operate:

- The post will be advertised by the appropriate Headteacher or Head of Education.
- **The post should be advertised on My Job Scotland, for one week, internal to the authority, using the normal process.**
- The advert for the vacancy will include information on the likely duration of the acting up, the essential and desirable criteria required for the job and a suggested start date.
- All interview panel members must be fully trained in the recruitment and selection process prior to participation, in accordance with legislative requirements and the Council's Recruitment and Selection Policy Framework
- The interview panel must be involved in the screening process of applications.

#### 6.4 **Principal Teacher/Curriculum Leader Interview Panel**

The interview panel will normally be the HT and a DHT. If there is no DHT, the interview should involve the HT and an Assisting HT/DHT from another school within the same sector.

#### 6.5 **Depute Head Teacher Interview Panel**

The interview panel will normally be the Headteacher, an Assisting HT from another school within the same sector, and a 3<sup>rd</sup> member panel member – this could be a parent/carer who has completed recruitment training.

#### 6.6 **Head Teacher Interview Panel**

The interview panel will normally be the Head of Education, the Quality Improvement Education Officer, an Assisting HT from another school within the same sector, and a parent/carer who has completed recruitment training.

### 7 **SECONDMENTS TO WAVERLEY COURT**

#### 7.1 Secondment opportunities to Waverley Court should be

- submitted to the Workforce Panel for approval
- In line with the guidance below on salary placement/job sizing
- advertised on the internal My Job Scotland

#### 7.2 Job-Sizing - Centrally based promoted posts (on learning & teaching contracts)

These posts should not be job sized through the national job sizing toolkit. SNCT guidance states:

- A management decision should be taken to assess the job by benchmarking rather than by applying the job sizing toolkit inappropriately.
- Benchmarking should, where possible, follow the general principles established in the job sizing toolkit, by examining responsibilities carried such as staff management, financial management and working with others and making reference

to job sized posts of similar status. In gathering evidence on which to make comparisons recruiting manager should liaise with job sizing co-ordinators.

- When the benchmarking exercise has been completed the recruiting manager will determine the salary point ensuring that it is appropriate on a “felt fair” basis.
- Consideration should also be given to the use of Education Support Officer or Quality Improvement Officer scales if appropriate, and discussions made at an LNCT level.
- Where benchmarking is to be applied, the rationale should be clearly documented to ensure that there can be a robust defence, should there be an equal pay challenge.
- All cases will be taken to the Workforce Panel

## 8. HR RECORDING OF ACTING UP APPOINTMENTS

- 8.1 All instances of Acting Up **must be** reported through AskHR, using the Acting Up Form, within the Movers & Leavers section.
- 8.2 Acting up will accrue in half or whole day units. Good practice would suggest HTs have in place appropriate arrangements for short term, unexpected absences.
- 8.3 All periods of acting up and agreed periods of notice **must be** recorded on AskHR and that due payroll notification is made at the appropriate time.
- 8.4 Unless there are exceptional circumstances, the due notice required for terminating the acting up period should be agreed and be recorded in writing.

<https://orb.edinburgh.gov.uk/new-starts-movers-leavers/acting/5>

Acting up for teachers and associated professionals

Acting up is the temporary cover of a more senior post or duties. This can happen because of the absence of a member of staff or a vacancy.

- Payment for acting up
  - An allowance is payable if 20 working days have been spent carrying out the duties of the post within a six-month period. The days do not have to be consecutive.
  - Once the teacher has been employed for 20 working days, payment is made for those 20 days and every subsequent day employed in the post. This means payment could be paid in arrears depending on the number of working days in the month the acting commences. Payments will be calculated using an average number of days each month.
  - Teachers can initially only act up for a maximum of 19 weeks. After this the role should be advertised within the authority. Acting up periods should not normally exceed 23 months.
  - If the post warrants a Community Education Payment, there will be no change to the way this is calculated.

## 9 EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances, Heads of Education can make other arrangements which suit the interests of the smooth running of the school and the exigencies of the service. These must be agreed with the Service Director.

## 10 SALARY ARRANGEMENTS

10.1 The **SNCT Handbook** states at sections 1.61 to 1.67:

### **Acting Appointments**

*1.61 Where a teacher is appointed on a temporary basis to carry out the duties of a promoted postholder in a school, education establishment or education team, pending a permanent appointment to the promoted post or in place of a teacher who is temporarily absent, the council shall increase the teacher's salary to the salary for the post.*

*If the teacher is already employed in that school, education establishment or education team there is no additional salary entitlement until she/he has been in the acting post for 20 days. The 20 days do not have to be consecutive. Once the teacher has been employed for 20 working days, payment is made for those 20 days and every subsequent day employed in the post.*

*1.62 If the teacher is again employed in an acting capacity in the same post, and six months has elapsed since the teacher left the post, the 20 working day requirement will apply once more.*

### **Conservation**

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

*1.63 The application of cash conservation, for a maximum period of three years, 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.*

**Conservation for Promoted Post Holders with temporary Appointments**

1.67 Where a teacher has occupied a promoted post, on a temporary basis, for two years and that temporary appointment ceases, then the teacher shall receive a three-year period of cash conservation (as defined in paragraph 1.63 above)

**11. ENDING ACT UP APPOINTMENTS**

11.1 Where either the authority or the postholder wishes to terminate an acting up appointment, the appropriate notice period should be given and HR should be updated with the change.



**REVIEW**

This agreement will be reviewed 2 years after implementation or earlier if either Joint Secretary requests.

**LOCAL AGREEMENT** (In accordance with the LNCT Recognition and Procedure Agreement)

This local agreement has been reached in the LNCT and is consequently binding on the signatory parties. It may be adjusted by negotiation to meet changing future needs.

Signed

	
Joint Secretary	Joint Secretary
Management Side	Teachers' Side
Date 28/8/2024	Date 28/8/2024

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1<sup>st</sup> September 2024

Review Date  
December 2026