

LNCT

Aberdeenshire Local Negotiating Committee for Teachers



Date: 14th January 2025

LNCT/21/34

Recruitment and Selection for Acting HT, DHT, and PT Vacancies

This agreement has been subject to review in 2024 by the LNCT Joint Secretaries and HR as part of a review of current Aberdeenshire LNCT Agreements.

LNCT Joint Secretaries

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Introduction

Please note this procedure is only relevant for teaching employees.

The Staffing Resourcing Officer (who will ensure compliance with appropriate LNCT agreements) will be able to advise on any emergency acting up requirements.

Contact Details:

Margaret Mackay, Resourcing Officer

Email: margaret.mackay@aberdeenshire.gov.uk Phone: 01467 532890

General Information

Small School:

For Short Term HT Absence or Where HT is Out of School and Non-Contactable

Where a school has no DHT, there will be no identified teacher to assume role of Acting Headteacher or undertake increased responsibilities. See page 5 for more details on how schools will continue to operate in the event HT is out of school and non-contactable. As a guide, a short-term absence / period of time without a HT could be in the region of up to 3 weeks.

For Mid to Long Term Absence or Where HT Remains Out of School and Non-Contactable

Where it is clear that a HT will not be back in school for a period of 3 weeks or longer, the QIO / QIM for the school will seek to introduce an Acting Headteacher. **(Note there may be local circumstances which mean it is necessary to introduce an Acting Headteacher sooner.)**

Depending on the context /circumstances, it may be appropriate to seek notes of interest from teaching staff in school. Alternatively, it may be necessary to seek notes of interest from across the cluster or beyond. Finally, the QIO / QIM may seek to approach a nearby Headteacher who could support with a short-term Dual Headship. In all of these cases, this would normally be for a period of no more than 12 weeks, and the member of staff would not be entered into the post, but paid via Increased Responsibility TRP Forms. This decision will be made in collaboration with Joint Secretary Margaret Mackay.

If the acting up arrangement is to be for:

Up to 3 months (see Section 1 below) – e.g., Vacancy cover whilst a post is being advertised, short term sickness cover

- Post does not require to be advertised but the opportunity can be offered to pool of potential applicants.
 - A Temporary Responsibility Claim Form should be completed each month and submitted by emailing to askHR: askHR@aberdeenshire.gov.uk
-

Over 3 months (see Section 2 below)

- Acting up post must be advertised via askHR portal and recruited to through TalentLink
- Usual recruitment checks will be undertaken by HR Transactional Team e.g. PVG, Right To Work, etc.

There may occasionally be extenuating circumstances which mean that the needs of the Service are such that an initial Acting Up arrangement does need to go beyond 12 weeks without going to advert. This would be agreed with LNCT Joint Secretaries (employer's side being first port of call).

Please note the following paragraph from the SNCT Handbook [Part 2: Section 1 - Pay, Paragraph 1.67](#) regarding conservation for promoted post holders with temporary appointments:

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

Section 1

Procedure for appointing Acting HT, DHT, PT Posts up to 3 months

The vacancy can be offered to a pool of potential applicants as noted in Table below.

Pool of Potential Applicants – Primary	
Acting Vacancy	Pool of Potential Applicants
HT	All DHTs within the school All teachers in school All DHTs and Cluster PT. All teachers in Cluster and neighboring clusters considering mileage/distance to travel. HTs from other Aberdeenshire Schools **
DHTs	All teachers in school All teachers in Cluster
Network PT	All teachers in Cluster
PTs in school with joint HT	All teachers in school(s)

**Please note in relation to sourcing appropriate individual(s) for short term HT post, QIO / QIM will exercise discretion as to the order in which they seek a pool of applicants. For example, in a large school where it is not possible to progress with a DHT taking up the HT post, it is unlikely the next pool would be “teachers in the school” as per the list above. Therefore, the list above should not be seen as sequential.

Furthermore, there are times when due to needs of the school and local circumstances, that a QIO / QIM may have to respond quickly by approaching an identified colleague to support in the short term. This would only be in exceptional circumstances and must be done in conjunction with LNCT Joint Secretaries. An example of an exceptional circumstance might be where a school is experiencing several challenges, where a particular skillset is required and where the risk to Service delivery is considered to be high.

Pool of Potential Applicants – Secondary	
Acting Vacancy	Pool of Potential Applicants
PT Faculty/Subject	All teachers within that faculty/subject.
PT Guidance	All teachers in the school.
PT ASL / ASN	All ASL / ASN teachers in the cluster.
DHT	All PTs within the school
HT	All DHTs in the school.

For both primary and secondary posts:

Where the above fails to produce an appointment, the post should be advertised within Aberdeenshire. Where a post lasts for 6 months or more then internal Aberdeenshire and/or external advertising should be used.

Primary Ad Hoc Cover

1. School which does not have a Senior Management Team

If a primary Head Teacher of a small school is out of school on business for a day and is not contactable, or there is a short-term absence, there will not be an identified Acting Headteacher in the immediate short term (unless deemed necessary in exceptional circumstances), neither will there be an identified teacher assuming increased responsibility.

Depending on the needs of the context, it may be necessary for there to be regular QIO / QIM presence in the school until such times as the Headteacher returns, or an Acting Headteacher has been identified.

It is essential small schools are well-prepared for this occurrence in order to ensure that no teachers or other members of staff are asked to undertake duties outwith the terms and conditions of their employment. This will require preparation and the introduction of several mitigations. The below is not a definitive or exhaustive list and schools will need to consider what mitigations will be necessary for their specific context.

Considerations / Preparations / Mitigations for Small Schools

<u>Occurrence</u>	<u>Notes</u>
Parental complaint	Staff in school should advise that the Headteacher is not in school, and that the complaint will be dealt with in due course. If urgent, use Contacts List (below).
Fire Alarm	School should practise fire alarm and procedures, on the basis HT is not present.
Child Protection Concern	Use Contacts List . If urgent concern, any member of staff can contact duty social worker but most likely first port of call will be neighbouring HT / Contacts List .
Building Fault Resulting in Early Closure	This can only be HT / QIO/ QIM responsibility. Use Contacts List.
Requirement to Enact Emergency Response Plan	This can only be HT / QIO/ QIM responsibility. Use Contacts List. Although all staff should know how to safely decant building with Grab Bag when HT is out of school. (As in Fire Evacuation)
Staff Absence / Cover Required	This can only be HT / QIO/ QIM responsibility. Use Contacts List.
Significant Behavioral Incident – violent incident, exclusion, offensive weapon protocol etc.	This can only be HT / QIO/ QIM responsibility. Use Contacts List.

Teaching staff can and should take responsibility for duties such as undertaking fire evacuation in the absence of the Headteacher, or taking appropriate action when dealing with a Child Protection concern – even if that action is reaching out to a member of staff on the Contacts List. Such actions would not be considered increased responsibility, but consistent with duty of care.

For any matter arising in school where the HT is not present and is non-contactable, all staff in school must be furnished with an extensive list of who to contact or reach out to for support at any time. Everyone on the list can be contacted by a class teacher or any member of staff, via Microsoft Teams:

Contacts List (must be readily available for all staff in school)

- Names of two identified cluster Headteachers to be contacted in the first instance and found at the top of the list. Every small school should have an arrangement where staff in school know which HTs are the first 2 ports of call for their school.
- Next, the names of all cluster Heads.
- Then, the name of the school's QIO
- Thereafter, the names of all QIOs / QIMS

This list should be in a known and accessible place for all staff in the school to access should they require support at any time.

An example of a Contacts List is below and this table with updated Central Team information will be sent to all HTs periodically as necessary.

<u>Name</u>	<u>Role</u>	<u>Contact Via Teams or Phone Number:</u>
Local HT 1		
*Local HT 2"		
All Cluster Heads To Be Added		
<u>Central Officers</u>		
Sarah Barrett	QIO	+441467537319
Jonathan Cordiner	QIO	+441467535896
Paul Cruickshank	QIO	+441467537901
Olwen Fraser	QIO	+441467535259
Jenny Glennie	QIO	+441467538050
Moira Lawson	QIO	+447500126976
Kay Macdonald	QIM	+447769235111
Deborah Masson	QIO	+441467535391
Paul Rooke	QIM	+441467538407
Peter Wood	QIM	+441467535807

***Please note that in a circumstance where a school closure is required or urgent information needs to go to parents / carers, and where it is a small school where there is no HT or school Admin staff present, the cluster HT or QIO / QIM identified above will need to contact SEEMIS Team for urgent and immediate support in order to send a message to Parents / Carers via the School's Group Call. SEEMIS Team are aware and in support of this protocol.**

School with a Senior Management Team

If a primary Head Teacher is out of school on business and is non-contactable, the school may have an identified DHT who formally deputises for the Head Teacher. This Depute may not necessarily have this role detailed within their job description, however the job sizing score for their post would have been given credit for this remit. In this instance the Depute would not be entitled to claim for these days.

There does not need to be an *identified* DHT who would deputise in the absence of the HT. Any DHT can deputise in such a case. It is also acceptable for multiple DHTs to work together and collectively share the responsibility of deputising for the Headteacher in such a case.

Where SMT members share deputising responsibilities between them, they would not be able to claim increased responsibility if their Head Teacher were out of school on business and non-contactable. This arrangement should only be in the short term i.e. up to 3 weeks. Thereafter, arrangements should be made to have an identified person as Acting HT, who is then able to claim via TRP accordingly.

2. Schools with a small Senior Management Team

If the school's SMT only consists of a Head Teacher and one Depute Head Teacher and the DHT is out of school on business and is non-contactable, there should be no PT/class teacher used to act as Depute Head Teacher.

However, should the situation arise where both the Head Teacher and the Depute Head Teacher are out of school and non-contactable at the same time, schools must be prepared with the same arrangements as need to be in place for small schools as detailed above in pages 6 and 7.

Secondary Ad Hoc Cover

Where a Secondary Headteacher is absent, the school should have pre-arranged HT Cover internally. It will either be the case that it has been pre-determined which DHT would assume HT responsibilities, or it would be agreed there is collective responsibility among the DHTs to deputise. In this instance, DHTs would not be able to claim if their Head Teacher were out of school on business and non-contactable. This arrangement should only be in the short term i.e. up to 3 weeks. Thereafter, arrangements should be made to have an identified person as Acting HT, who is then able to claim via TRP accordingly. In this situation, it would be the responsibility of QIO / QIM to ascertain which DHT would be Acting HT.

Acting Up in 'Emergency' Situations

Please see above, where it states procedure for introducing Acting HT where it is clear that a Headteacher is going to be absent / non-contactable for more than the immediate short term. (Up to 3 weeks) The QIO / QIM can place a suitable Acting Up person as acting HT whilst recruitment is undertaken. Temporary joint HTs should be established in line with committee Paper on Primary School Management Options [Education Committee Meeting 19/03/2020 Item 6](#).

It is the responsibility of QIO/QIM to give each member of staff who is to undertake an Acting Up HT arrangement lasting up to 12 weeks the following:

Prior to commencement

- Job description outlining duties of the post of higher responsibility
- Job sized salary of the post of higher responsibility
- Likely duration of cover of the post of higher responsibility
- Date on which cover will commence
- Method of payment of higher salary (by teachers monthly temporary responsibility claim form).
- Line manager while covering the post of higher responsibility

All hours worked should be claimed on a Teachers Monthly Temporary Responsibility Payment Claim Form and emailed to askHR (see Section 4). This form should only be completed as and when required. It is a live document and may be amended without notice. The form can be found on SharePoint [here](#).

Section 2

Procedure for appointing Acting HT, DHT, PT Posts over 3 months

Where the acting arrangement is expected to last over 3 months, the post is required to be advertised. Please submit a vacancy request via askHR portal.

Teachers, successfully recruited, covering for over 3 months will be automatically paid. There is no requirement for them to complete a Teachers Monthly Temporary Responsibility Payment Claim Form.

Please note:

If a promoted position is to have a 4-month duration, please contact the HR Transactional Team in relation to advertising of this, as it is possible that the post can be advertised internally within the school under Rapid Recruitment.

If a teacher is to be acting up for a 4-month duration, for example, and the post has not been advertised, please contact the HR Transactional Team. The employee will claim their hours by the TRP claim form for a duration of up to 3 months.

Appointment of Acting Head Teachers

The following protocol should be implemented where a Head Teacher will be absent from their post for a period of more than three months.

Acting Head Teachers will need to be appointed for a variety of reasons including:

- If the Head Teacher is appointed to another post and the notice period required does not allow the successor to take up the post until the Head Teacher has demitted office
 - To cover for secondment
 - To cover a period of extended sick leave
-

The QIM or QIO, as appropriate, should inform the Parent Council and the relevant Elected Members representing the Ward(s) in which the school catchment area is situated, giving the reason for the Acting vacancy and the likely duration. The appointment process should also be outlined. The Parent Council should be asked to nominate a parent representative to sit on the short leet interview panel.

The QIM or QIO, as appropriate, should recruit using the restricted pools as outlined previously and arrange to advertise the acting post appropriately.

If recruitment from the restricted pool is unsuccessful or due to local circumstances (for example due to lack of capacity in a cluster) the QIM / QIO should arrange for the post to be advertised across Aberdeenshire.

A restricted pool can be set up by the HR&OD Resourcing Team in TalentLink through askHR. Visit the askHR self-service portal by typing <http://www.askhr.it/> into the address bar for Arcadia / Arcadia Lite. By telephone (01467) 534400. If you don't have access to the askHR self-service portal, you can contact via email address askHR@aberdeenshire.gov.uk or contact the Resourcing Team directly on recruitmentadvice@aberdeenshire.gov.uk Please note: Right To Work and PVG check may still be required for legal reasons.

Applications should normally be made using a shortened application form and submit via My Job Scotland for review by the appropriate QIM or QIO.

Prior to the short leet interviews for Head Teacher posts the QIM/QIO should meet with the parent representative nominated by the Parent Council to be on the short leet panel to discuss the application forms of all applicants, the preferred short leet and the interview questions. The parent representative will also require to be trained as appropriate in Recruitment and Selection.

The short leet interview panel for Head Teacher posts will comprise of the Quality Improvement Manger (as Chair), the QIO and one parent representative (nominated by the Parent Council). The interview should last between 30 and 45 minutes. A ten-minute presentation is optional. Although there should be a leet of set questions which all candidates will answer, the proceedings should be conducted along more informal lines than would be the case in a short leet interview for a permanent Head Teacher post, with an emphasis on two-way discussion.

Once the appointment has been made the QIM or QIO should inform school staff and parents (via the school administrator or the outgoing Head Teacher), the Chair of the Parent Council (if not present at the interviews) appropriate Elected Members and EL&L staff. A fixed term contract should be issued to the Acting Head Teacher.

Panel Composition for Acting HT/DHT/PT Vacancies		
Acting PT	Acting DHT	Acting HT
HT (Chair)	HT (Chair)	QIM(Chair)
DHT	QIO	QIO
	Parent Representative	Parent Representative

Appointment of Acting Depute Head Teachers

The following protocol should be implemented where a Depute Head Teacher will be absent from their post for a period of more than three months.

Acting Depute Head Teachers will need to be appointed for a variety of reasons including:

- If the Depute Head Teacher is appointed to another post and the notice period required does not allow the successor to take up the post until the Depute Head Teacher has demitted office
- To cover for secondment
- To cover a period of extended sick leave

The Head Teacher should inform the Parent Council and the relevant Elected Members that an acting Depute Head Teacher appointment will be required, giving the reason for the acting vacancy and the likely duration. The appointment process should also be outlined. The Parent Council should be asked to nominate a parent representative to sit on the short leet interview panel.

The Head Teacher or QIO, as appropriate, should recruit using the restricted pools as outlined in the Table above and arrange for the school administrator to advertise the acting post appropriately.

If recruitment from the restricted pool is unsuccessful or due to local circumstances (for example due to lack of capacity in a cluster) the QIO should arrange for the post to be advertised across Aberdeenshire.

A restricted pool can be set up by the HR&OD Resourcing Team in TalentLink through askHR. Visit the askHR self-service portal by typing <http://www.askhr.it/> into the address bar for Arcadia / Arcadia Lite. By telephone (01467) 534400. If you don't have access to the askHR self –service portal, you can contact via email address askHR@aberdeenshire.gov.uk or contact the Resourcing Team directly on recruitmentadvice@aberdeenshire.gov.uk Please note: Right To Work and PVG check may still be required for legal reasons.

Applications should normally be made using a shortened application form and submit via My Job Scotland to be reviewed by the Head Teacher.

Prior to the short leet interviews the Head Teacher and the QIO should aim to meet with the parent representative nominated by the Parent Council to be on the short leet panel to discuss the application forms of all applicants, the preferred short leet and the interview questions. The parent representative will also require to be trained in Recruitment and Selection, by the QIO.

References are not required for existing, internal, Aberdeenshire Council teachers.

The short leet interview panel will comprise of the Head Teacher (as Chair), the QIO and one parent representative (nominated by the Parent Council). The interview should last between 30 and 45 minutes. A presentation may be included but is not necessary. Although there should be a leet of set questions which all candidates will answer, the proceedings should be conducted along more informal lines than would be the case in a short leet interview for a permanent Depute Head Teacher post, with an emphasis on two-way discussion.

Once the appointment has been made the Head Teacher should inform school staff, the Chair of the Parent Council (if not present at the interview), the appropriate Elected Members and parents. A fixed term contract should be issued to the Acting Depute Head Teacher.

Appointment of Acting Principal Teachers

The appointment of acting Principal Teachers should follow the same guidelines and principles as above. Though a parent representative is not required. Panel composition as indicated previously.

The responsibilities of the Chair of the interview panel can be found in Appendix 1.

Section 3

Prior to the acting up arrangement ending

Written notice should be given as follows before the acting up arrangement ends:

- A permanent teacher, who will return to their substantive post, should receive a minimum of 1 weeks' notice
- A supply teacher covering on a fixed term basis should receive 4 weeks' notice, however where the cover is for long term sickness absence, this may not be possible, and a minimum of 1 weeks' notice should be given
- Short term/ad hoc cover should receive as much notice as possible, however there may be instances where only a days' notice is possible

Please see sample wording regarding notice in *Appendix 2 – Ending an acting up arrangement*

It is vital that the Head Teacher/QIO completes and sends Employee Form via askHR portal at the same time as notice is given to the teacher that the acting up arrangement is to end (Section 4). If no Employee Forms are received, the teacher will continue to be paid the higher salary automatically, resulting in overpayment which will need to be reclaimed.

Section 4

Submitting Teachers Monthly Temporary Responsibility Payment Claim Form to HR

Forms should be completed electronically and emailed to askHR, askHr@aberdeenshire.gov.uk as a PDF document. There are two options for doing this:

Option 1 – the Authorised Signatory (Head Teacher / QIO) uploads to askHR instead of physically signing the form.

Option 2 – the Authorised Signatory signs the form and makes arrangements within their Service to ensure the form is uploaded to askHR as a PDF on their behalf (QIO Admin or School Administrator).

Either option will comply with the required authorisation process.

Forms which have been uploaded by someone other than the Authorised Signatory, which have not been physically signed will not be accepted

Appendix List

Appendix 1 – Sample Wording for Ending Acting Up Arrangement

Appendix 2 - Responsibilities of the Chair When Recruiting for Promoted Post

**Appendix 3 – Candidate Assessment Form to be used by panel when
interviewing for a promoted post**

Appendix 1 - SAMPLE WORDING – ENDING AN ACTING UP ARRANGEMENT

STRICTLY PRIVATE AND CONFIDENTIAL

Our Ref:
Your Ref:
Please ask for:
Direct Dial:
E-mail:

<Date>

<Name>
<Address>
<Address>
<Address>
<Postcode>

Dear <Name>

Further to our conversation of DATE, I am writing to confirm that the acting up arrangement that you are currently undertaking will end on DATE and this will be inclusive of your NUMBER weeks' notice period. At this time you will return to your substantive post of TITLE. *(Please delete last sentence as appropriate).*

Yours sincerely

Appendix 2 - Responsibilities of the Chair

Detailed fact sheet about the responsibilities of a panel chair can be found in the Recruitment, Selection and Criminal Record Checks for Employment Resource Pack which can be found on Acadialite [here](#).

Below is a brief summary.

- The Chairperson should welcome the candidate and introduce the panel members by name and job title.
 - Chairperson should inform applicants of time allocated for interview, that standard questions will be asked of each candidate and notes will be taken. Explain that at the end of the interview candidates will be given the opportunity to ask any questions they have.
 - The candidate should be asked to undertake their presentation at the start of the interview. Panel members should then proceed to ask the standard questions allocated to them. Relevant follow-up questions can be asked if necessary.
 - Chairperson should thank the candidate for attending the interview and tell them when they are likely to be informed of the outcome of the interviews.
 - The Chairperson should collate views of the panel on each candidate and complete the collective Candidate Assessment Form. (Appendix 3)
 - Ensure the panel reach a consensus on the decision and that is recorded on a candidate assessment form. In the event of a disagreement the most senior officer of the authority has the final say.
-

Appendix 3 – Candidate Assessment Form

Service Education & Children's Services Job Title and ABS No. ABS

Interview Date _____

Candidate Name _____

Interview Panel _____

Assessment Areas	No Evidence / Not Applicable	Clearly Misses Requirements	Less than Requirements	Meets Requirements	Exceeds Requirements	Far Exceeds Requirements
Application Form: - Content - Style - Clarity of Info						
Presentation (if applicable): - Content - Style/Skills						
Test/set questions (if applicable): - Responses - Overall Assessment						
Response to Interview Questions						

Assessment Area Comments _____

Successful					
Unsuccessful					
Reason	Insufficient Experience	Insufficient Knowledge / Skills	Insufficient Answer to Questions	Insufficient Presentation / Test	Close Runner Up
Appointable					
Relief					

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Introduction

The purpose of this document is to create a proposal for LNCT in order to amalgamate and update the following LNCT policies:

1. LNCT-21-34 Recruitment and Selection for Acting HT DHT PT
2. LNCT-22-14 Higher Responsibility Acting Up

The rationale for this proposal is two-fold:

1. There is a huge amount of duplication within the two documents, and it will clarify the position on these matters if the policies are aligned and brought together.
2. There is a significant update required in relation to how smaller Primary Schools operate, where there is no DHT or PT, and where the Headteacher is out of the building and non-contactable e.g. absent unexpectedly on short term sick.

The proposal is to delete / remove “Higher Responsibility Acting Up” and amalgamate into the “Recruitment and Selection for Acting HT DHT PE” with appropriate updates.

In June 2024, a working group comprised of Headteachers and LNCT Joint Secretaries was convened in order to undertake this task. The group met several times from June to September 2024, and the minutes of these meetings are available upon request.

The below is a representation of the efforts of the working group. We are keen to next seek feedback on this initial draft from LNCT, ASHTA and Headteacher Forum.

It is anticipated this policy will be finalised in November 2024.

All queries / feedback in relation to this draft should be sent to Jonathan.cordiner@aberdeenshire.gov.uk

Jonathan Cordiner

Quality Improvement Manager (Acting)

List of Significant Updates:

(Please note all changes are within Section 1. Sections 2, 3 and 4 remain unchanged from previous policy)

1. Arrangements for when a small school's HT is out of school / absent / non-contactable have changed i.e. no longer identified teacher Acting Up but schools rely on local arrangements. (see page 7-8)
2. As part of point 1 above, this policy states that all staff in school must be furnished with a Contacts List. **This will require action by all Headteachers in all schools in case there is HT and DHT absence. (see page 9)**
3. In relation to Secondary Schools' cover when HT is absent / non-contactable, all reference to an "identified" (jobsized) DHT has been removed. Having discussed this matter with several Aberdeenshire Secondary Headteachers and Joint Secretaries, this was a historical arrangement that is no longer relevant. All / any DHTs can / should deputise in the absence of a HT.
4. All reference to the "20 days counting for TRP" has been removed. The working group considered this now to be historical and irrelevant. The consensus is that if a teacher within a school is identified as Acting Headteacher, they should be paid immediately in the same way as if it were a member of staff covering as Acting Headteacher from another school.
5. Clearer reference is made to the fact that where emergency Acting Up arrangements are put in place, this must be discussed with Joint Secretary. (Margaret Mackay)
6. A significant change is proposed from this group in relation to DHTs, deputising in the absence of a HT. The group submit that it is absolutely appropriate for DHTs to deputise for the HT in their absence in the short term i.e. for a period of up to 3 weeks. Thereafter, a formal interim arrangement should be put in place where member(s) of staff are accredited for works undertaken as Acting HT. (TRP etc.)
7. The policy now states that in a small school where there is no DHT and the HT is off and non-contactable, a reasonable timescale before introducing a formal Acting HT is "up to 3 weeks." However, the group also want to submit there are cases where local circumstances and intel may mean the school need this kind of support and intervention much sooner or almost immediately. There is a statement included to reflect this.

8. A statement has been added to stipulate that in cases where there is a small school without a DHT and where the Head teacher is off and non-contactable, local circumstances may require that a central officer, QIO or QIM, will regularly attend the school to support in the interim.

9. There is a statement added which makes it clear that in extenuating circumstances, there may be the need for an initial Acting Up arrangement to continue beyond 12 weeks without being advertised. This would be agreed with Joint Secretaries.