



## **Education and Learning Service**

# **Highland Local Negotiating Committee for Teachers**

**LNCT Agreement no. 5  
(Revised June 2023)**

**Appointments Procedures –  
Principal Teachers**

# THE HIGHLAND COUNCIL - EDUCATION AND LEARNING SERVICE

## Appointments Procedures – Principal Teachers

### Introduction

The SNCT Handbook details three levels of promoted posts within schools: Headteacher, Depute Headteacher and Principal Teacher. Appointments procedures for Headteacher and Depute Headteacher posts are covered in LNCT 23. The following agreement is solely for appointments procedures for the post of Principal Teacher.

Each Principal Teacher post will have a generic Principal Teacher job remit as listed within LNCT 2 based on SNCT Handbook Part 2, Section 2 Main duties 2.10 Principal Teachers. It should be noted that all duties specific to the post must be related to and contained within these main duties, and capable of being carried out within contractual time. Principal Teacher posts will be allocated management time commensurate with the post.

Successful candidates for the post of Principal Teacher in any promoted post structure must meet the criteria required to carry out the duties of the post effectively. Meeting the criteria will be demonstrated in the application and interview process as detailed below.

All new Principal Teacher posts will be subject to Job-sizing as per the Scottish Negotiating Committee for Teachers (SNCT) Handbook prior to advertising at the appropriate salary scale point.

Replacement Principal Teacher posts will be checked against SNCT job sizing review criteria before Job-sizing if appropriate. If the criteria are not met the review is complete and the post will be advertised at the existing salary scale point.

### 1. Eligibility for Principal Teacher posts

All new/replacement Principal Teacher posts within management structures will be advertised using the following procedures -

- Due consideration should be given in the first instance to Principal Teachers who may remain on the redeployment register.
- Permanent Principal Teacher posts will be advertised externally and open to all eligible teaching staff.
- Where the need for a Temporary Principal Teacher is identified for such reason as those contained within LNCT 24 Section 4.4, posts may be advertised internally to the school in the first instance. If an appointment is not made, then the post will be opened to all eligible teachers within Highland. If an appointment is not made from staff within Highland Council, the post may be advertised nationally and open to all eligible teachers.

### 2. Appointment process

Where the need for a Principal Teacher is identified, Headteachers should liaise with Workforce Planning around advertising and job-sizing if appropriate. Any forms required should be submitted to Workforce Planning for validation and processing by job-sizing coordinators representing both Highland Council and Trade Unions. The post will then be advertised showing the relevant job-sized salary.

Application should be made using the forms available on MyJobScotland for all permanent posts. Where an external appointment would result in an overstaffing situation within the school, an internal process would be appropriate.

Where a post is temporary, application at the first stage would be made directly to the Headteacher by 'note of interest'. Where the position requires to be advertised internally to Highland, or externally, then application would be via MyJobScotland as for permanent posts.

Appointments will be made to posts following successful interview according to Highland Council's Recruitment and Selection policy.

Suitable candidates will be selected from applications received by the deadline. This will be done by the Headteacher in conjunction with another suitably trained Education and Learning Officer. Those selected will be informed in writing of their selection for interview at least one week prior to interview date.

The interview panel should normally consist of -

- Headteacher.
- Depute Headteacher, or if no Depute Headteacher in the case of primary schools, a peer Senior Management Team member identified by the Headteacher, or a suitably trained Education and Learning Officer.

Where considered appropriate the panel may also include a third suitably trained person who may be of a 'level' below the second panel member e.g. an experienced Principal Teacher.

The interview will consist of a selection of suitable questions drawn up by the panel. There should be between 4 and 6 questions and the interview should last no longer than 30 minutes. All questions must link directly to the criteria of the role being interviewed for.

Appointment will be made where one or more candidates is considered suitable following interview. The preferred candidate will be the person who has best met the requirements during the interview.

The preferred candidate should be informed as soon as possible, subject to satisfactory pre-employment checks. Unsuccessful candidates will be offered the opportunity to seek verbal feedback on their performance.

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

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Designation            Joint Secretary LNCT  
Date                     13 June 2023

Name                    Alistair Bell  
Designation            Joint Secretary LNCT  
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