



## **Care and Learning Service**

### **Highland Local Negotiating Committee for Teachers**

#### **LNCT Agreement no. 3**

#### **Appointments Procedure – Principal Teacher (Faculty Heads) Secondary, Management Restructuring**

## **Appointments Procedures – Principal Teachers (Faculty Heads) Secondary Management Restructuring**

### **1. Introduction**

When a decision is made to move to a new management structure, early consultation with Unions will take place led by the Head Teacher. The process on the attached pro-forma (Appendix 1) should be followed and a record submitted to the LNCT Executive on completion. The Head Teacher should also consult with staff initially as a group or on an individual basis. Any proposals should normally be in-line with Principal Teacher Entitlement as per current Staffing Formula.

[http://www.highland.gov.uk/downloads/file/16282/secondary\\_teaching\\_entitlement\\_2016-17](http://www.highland.gov.uk/downloads/file/16282/secondary_teaching_entitlement_2016-17)

A thorough costing exercise using the job sizing toolkit should then be carried out. The Head Teacher should inform the Education Quality Improvement Manager of the final proposed structure which should be agreed by the LNCT Executive.

A number of factors may prompt a review of a school's management structure. A review of a schools management structure should normally be operational for the start of the new timetable or start of session. A review should normally be carried out within a reasonable timescale and last no longer than two terms.

In line with the Council's Redeployment and Redundancy Policy the Highland Council's commitment is normally to consider pursuing measures that have the least adverse impact on employees' security of employment in the first instance before further measures are considered.

### **2. Process**

Following the proposed structure being agreed, Head Teachers should complete job sizing questionnaires for all Principal Teacher posts within the new structure, which are not subject to matching (see 3 below). The posts will be validated by job sizing co-ordinators representing Highland Council and Trade Unions and thereafter processed through the job sizing toolkit in order to establish the scale point and salary for each post. The posts will be advertised showing the new job sized salary. The management time for each post will be included in the job specific information which will be issued to all teachers who have indicated an interest in the post.

Each Principal Teacher post will have a generic Principal Teacher remit agreed by the LNCT and based on SNCT Part 2, Section 2 Main duties 2.10 Principal Teachers  
[http://www.snct.org.uk/wiki/index.php?title=Part\\_2\\_Section\\_2](http://www.snct.org.uk/wiki/index.php?title=Part_2_Section_2)

The generic remit should be supplemented by post specific information as appropriate. However, it should be noted that all duties specific to the post must be related to and contained within the main duties of a Principal Teacher, and capable of being carried out within contractual working time and within the total job sized points eligible within Principal Teacher posts. Principal Teacher posts will be allocated management time, commensurate with the size of the posts, up to 0.5 FTE.

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## 3. Matching procedure

Matching in is a process which may be applied on a school by school basis to those holding a permanent post of Principal Teacher. Excluding those who, as a result of previous restructuring, do not hold a formal Principal Teacher remit.

Where a Principal Teacher post in a new structure is unaltered from the corresponding post in the old structure, the post holder will be matched in to the new post.

In the case of Principal Teachers with responsibility for curricular areas, where the new Principal Teacher post involves an extension or change of 1 or more curricular areas, such a post may not be eligible for matching in, but may require to be advertised as described in Section 4.

Principal Teachers of Pupil Support may be matched in to a new post, where the number of posts and the duties and caseloads of the Principal Teacher posts remain broadly similar. If it is the case that the number of Pupil Support posts varies from the previous structure or duties and caseloads relating to that post change, then these posts may require to be advertised as described in Section 4.

If the salary of the post that a member of staff has been matched into is lower than their current salary, they will retain conservation of salary in accordance with the SNCT Teachers Conditions of Service.

Matching in is restricted to the initial filling of Principal Teacher posts in the new structure, and may apply to only a small number of posts. It should be noted that once the new structure is established, future vacancies will be recruited to in the normal way. Any further matching in of posts will be restricted to the transfer of staff who are on the Principal Teacher Redeployment Register where this does not result in overstaffing of a school.

## 4. Eligibility for Promoted Posts and Appointments process

Appointments will be made to new posts following competitive interview according to Highland Council's appointments procedures for teaching staff

In the first instance, Principal Teacher posts, where matching does not apply, will be ring-fenced to all Principal Teachers, and Acting Principal Teachers who have been in post for over 23 Months within the school.

If at this point, there remain Principal Teacher vacancies in the new structure, to which appointments have not been made, then provided the school's overall staffing entitlement permits, Principal Teachers currently on the redeployment register will be considered for the vacant posts.

If following consideration of Principal Teachers on the redeployment register, vacancies remain within the new structure; these posts will be advertised internally within the school and open to all teaching staff.

If an appointment is not made from staff within the school, the post may be advertised nationally if there is a vacancy within the overall staffing entitlement.

If an existing Principal Teacher is not appointed to a post in the new structure they will be added to the Principal Teacher Redeployment Register for the period of their salary

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conservation and will have access to the provisions of the Council's Redeployment and Redundancy Policy.

[http://www.highland.gov.uk/downloads/file/4014/redeployment\\_and\\_redundancy](http://www.highland.gov.uk/downloads/file/4014/redeployment_and_redundancy)

Where Principal Teachers either do not apply for a new post, or are unsuccessful in applying for a post in the new structure, they will normally remain in the school as an unpromoted teacher with conservation rights as per national conditions of service for teachers. They will no longer continue to carry out management duties relating to their previous promoted post.

If as a result of a Principal Teacher Management restructure, a surplus occurs within any department, then all teaching staff, including any former Principal Teacher will be subject to the provisions of LNCT 28.

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

Name	Bill Alexander	Name	Caroline McCombie
Designation	Joint Secretary LNCT	Designation	Joint Secretary LNCT
Date	17 June 2016	Date	17 June 2016

**APPENDIX (1)**

**Principal Teacher ( Faculty Heads) Secondary Management Restructuring**

**Staff Consultation Procedure**

<b>Actions</b>	<b>Date Completed</b>
Initial Meeting with all teaching staff to inform them of decision to restructure. Staff provided with outline of planned process and copy of LNCT 3.	
Head Teacher in conjunction with Workforce Planning to undertake initial costing exercise of proposed structure within Principal Teacher entitlement.	
Proposed structure shared with all teaching staff and feedback requested within agreed consultation timeframe (suggested maximum of 2 weeks).	
Final structure agreed at school level.	
Final structure agreed by Joint Secretaries of LNCT.	
Final structure passed to Workforce Planning for formal job sizing.	
Appointment Procedure commences in line with LNCT 3.	
Restructure completed and effective from.	

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