

APPENDIX TO CIRCULAR AJNCT/23 (Amended)

ANGUS COUNCIL – PEOPLE DIRECTORATE

PROMOTED POSTS IN PRIMARY SCHOOLS: ADJUSTMENTS TO STAFF ESTABLISHMENT

1. BACKGROUND

- 1.1 The structures of promoted posts in primary schools were originally approved by Education Committee in 2003. These structures were revised and enhanced and proposals were agreed on 16 February 2016, by the Children and Learning Committee, as follows:
- 1.2 A revised formula based on the number of classes and required management time for all promoted staff is now as follows:

Number of classes	Promoted staffing structure	Number of schools (excluding shared headships)
1-6	1 Head Teacher	17
7-9	1 Head Teacher and 1 Depute Head Teacher	6
10-13	1 Head Teacher, 1 Depute Head Teacher and 1 Principal Teacher	8
14 or more classes	1 Head Teacher, 1 Depute Head Teacher and 2 Principal Teachers	10

In schools which share a Head Teacher, the promoted staff allocation is as follows:

Total number of classes within a shared headship	Promoted staffing structure	Number of shared headships
1-3	1 Head Teacher	2
4-6	1 Head Teacher and 1 Principal Teacher	4
7 or more classes	1 Head Teacher, 1 Depute Head Teacher	0

2. MANAGEMENT TIME

In order to maintain management time at the current levels it is based on the number of pupils, nursery and primary, regardless of the number of managers in post. Management time is based on the number of pupils as opposed to the number of classes, as the number of pupils determines the number of individual pupil meetings, case conferences and reports that need to be prepared.

Number of Pupils	Additional FTE to cover management time
1 – 23	0.2
24 – 70	0.3
71 – 109	0.4
110 – 220	0.9
221 – 330	1.2
331 – 439	1.5
440 – 500	1.7

2.1 Additional Funding for Resourced Schools, Deprivation and Shared Headships

All additional staffing allocated to schools is brought together under one heading of Annual Targeted Enhancement. There are clear criteria for the allocation of additional class teacher staffing to schools for deprivation. The number of pupils in a school whose home postcodes place them in deciles 1, 2 or 3 of the SIMD is the determining factor when allocating additional staff to particular schools.

2.2 Additional Support Needs

There are currently 8 Principal Teacher posts with an additional support needs remit.

- 4 Principal Teachers ASN with a locality remit
- 4 Principal Teachers ASN with a specialist remit

Principal Teachers (ASN) are deployed to schools and settings across Angus. Their deployment is needs driven. An overview of the service and deployment of staff is provided by Service Leader (ASN)

3 ROLL FLUCTUATIONS

3.1 An annual review of class configuration takes place each February and is approved by the Service Leader (Primary) to ensure the most efficient class composition has been achieved. Staffing allocation to primary schools is agreed in May each school session. A review of class configurations may impact on promoted posts within a particular primary school.

3.2 Schools with Rising Rolls

Inevitably at some point some of our schools will experience rising rolls sufficient to take them up into a higher band for the allocation of promoted posts. Head Teachers, staff and Parent Councils should not expect a roll increase of this type to automatically trigger the appointment of an additional promoted postholder. Instead, it is proposed that the undernoted criteria should be applied:-

- The school roll should have been clearly within the new band for a whole school session at least
- The school's projected roll should be in the new band for the "foreseeable" future (interpreted to mean for at least the next four years)
- Any new appointment should normally be made to take effect from the first day of a new school session in August
- It is possible to envisage circumstances whereby an individual school might just fall into a higher roll band for a short period (say two years) but the roll projections for the future are downward; in such circumstances an additional promoted post will not necessarily be allocated to the school, but a temporary post may be created if a situation such as this is likely to pertain for more than two years, on the understanding that the overall numerical staffing entitlement of the school is not affected.

- Depending upon statutory provisions in force at the time, it may not always be desirable to advertise any new promoted posts, but rather a post-holder may be transferred from one school to another whilst retaining the same promoted ranking, in accordance with the procedures set out below.

3.3 Schools with Falling Rolls

Inevitably, some of our schools will experience falling rolls sufficient to take them into a lower roll band for the allocation of promoted posts. Head Teachers, staff and Parent Councils should not expect a roll decrease of this type to automatically trigger the transfer out of a surplus promoted post-holder. Instead, it is proposed that the undernoted criteria should be applied:-

- The school roll should have been clearly within the new band for a whole school session at least
- The school's projected roll should be in the new band for the "foreseeable" future (interpreted to mean for at least the next four years)
- Any transfer out of the school should normally be made to take effect from the first day of a new school session in August
- It is possible to envisage circumstances whereby an individual school might just fall into a lower roll band for a short period (say two years), but the roll projections for the future are upward; in such circumstances no member of staff will necessarily be transferred out of the school, but if this situation is likely to pertain for more than two years, some limited adjustment to the devolved school budget may be necessary, or some consideration may be given to temporary redeployment of staff, possibly by secondment, all on the understanding that the school's overall numerical staffing entitlement is not affected.
- Depending upon statutory provisions in force at the time, a post-holder may be transferred from one school to another whilst retaining the same promoted ranking, in accordance with the procedures set out below.

4 POSSIBLE TRANSFER OF PRINCIPAL TEACHERS

4.1 Identification of Principal Teachers Liable to Transfer

- 4.1.1** If a school roll falls sufficiently for it to become entitled to one less Principal Teacher on its staff establishment and if – in accordance with the circumstances described above in 2.3 – a Principal Teacher post has to be declared surplus, then all the Principal Teachers appointed to that school should be invited to express an interest in being transferred, and to indicate any preferences for future deployment (individual schools and/or geographical areas); each Principal Teacher in this position will be expected to indicate preferences for at least 4 Cluster Groups – on the understanding that no Principal Teacher who is transferred should be expected to add more than 30 minutes to her/his current normal daily journey to work.
- 4.1.2** In the event that more than one Principal Teacher expresses an interest in being transferred then all those "volunteer" Principal Teachers will be considered for appointment whenever a vacant (school-based: i.e. not ASN) Principal Teacher post arises (see 4.2.3 below – second bullet point).
- 4.1.3** In the event that precisely one Principal Teacher expresses an interest in being transferred, then she/he will be considered for appointment whenever a vacant (school-based: i.e. not ASN) post arises (see 4.2.3 below – first bullet point).
- 4.1.4** In the event that no Principal Teacher expresses an interest in being transferred, then the Principal Teacher in the school with least service as a Principal Teacher will be notified that she/he is to be considered for appointment whenever a vacant (school-based: i.e. not ASN) post arises (see 4.2.3 below – third bullet point), and she/he should be asked to indicate any preferences for future deployment (individual schools and/or geographic areas). A Principal Teacher in this position will be expected to indicate preferences for at least 4 Cluster Groups – on the understanding that no Principal Teacher who is transferred should be expected to add more than 30 minutes to her/his current normal daily journey to work.

4.2 Identification and Filling of Vacancies

- 4.2.1** If a school roll rises sufficiently for it to become entitled to one more Principal Teacher on its staff establishment in accordance with the circumstances described in above in 3.2, then the education authority will, in the first instance, check to establish whether there are any “surplus” Principal Teacher post-holders currently working in any other schools.
- 4.2.2** In the event that there are no “surplus” Principal Teacher post-holders, then the vacant post will be advertised in publications circulating throughout Scotland.
- 4.2.3** In the event that there are some “surplus” Principal Teacher post-holders, then an attempt will be made to match the vacancy with the most appropriate person using the following criteria:
- if one, and only one, Principal Teacher has indicated a preference for the individual school (or the geographical area in which the school is located), that Principal Teacher should be appointed to the post
 - if more than one Principal Teacher has indicated a geographical preference for the specified school, then priority should be given firstly to the Principal Teacher who has been surplus for longest and (if this criterion does not enable differentiation between potential candidates) secondly to the Principal Teacher who has the shortest service as a Principal Teacher, and (if neither of these criteria enables differentiation) thirdly to the Principal Teacher with the shortest continuous teaching service with the education authority; if none of these criteria can enable differentiation between candidates then the transfer will be decided by selection interview, with the Head Teacher and a nominated representative of the Schools and Learning team being expected to interview all the remaining candidates (i.e. those who have indicated a geographical preference for this school, those with identical length of service with the Authority, with identical length of service as a Principal Teacher and with identical time on the “surplus” list)
 - if no surplus Principal Teacher has indicated a geographical preference for the specified school, then each Principal Teacher on the surplus list should be sent a formal letter asking if they would be willing to be considered for transfer to this vacant post; if no positive responses are received, then, if the school roll is relatively near the threshold to entitle it to a new Principal Teacher post, the vacant post may have to remain unfilled and the whole procedure repeated annually until a match is found, but if several positive responses are received the transfer will be decided by precisely the same prioritisation criteria as those described in the preceding paragraph.

5 POSSIBLE TRANSFER OF DEPUTE HEAD TEACHERS

5.1 Liability to Transfer

- 5.1.1** If a school roll falls sufficiently for it no longer to become entitled to a Depute Head Teacher on its staff establishment and if, in accordance with the circumstances described above in 3.2, the Depute Head Teacher post has to be declared surplus then the Depute Head Teacher in that school should be asked to indicate any preferences for future deployment (individual schools and/or geographical areas). A Depute Head Teacher in this position will be expected to indicate preferences for at least 4 Cluster Groups – on the understanding that no Depute Head Teacher who is transferred should be expected to add more than 30 minutes to her/his current normal daily journey to work.

5.2 Identification and Filling of Vacancies

- 5.2.1** Precisely the same arrangements as set out above for Principal Teachers (Section 4.2) will pertain.

6 JOB SIZING

- 6.1** If the vacant post is job sized at a lower level than that on which the transferring teacher is currently paid, then cash conservation arrangements will apply in accordance with the national agreement.
- 6.2** If the vacant post is job sized at a higher level than that on which the transferring teacher is currently paid, then the higher salary will apply from the date of transfer.

7 TRAVELLING EXPENSES

7.1 Travelling expenses will be payable in accordance with local agreements on compulsory transfers, namely:

- conditions of service allow the transferring teacher to claim the difference between the cost of one daily return journey from home to her/his new place of work and the cost of one daily return journey from home to her/his present place of work, by car or by public transport. The first £2.00 per week of actual expenditure cannot be reclaimed, and this sum (£5.00 weekly, or 25p daily) should be subtracted when claims for travelling expenses are submitted. Claim forms should be completed monthly; the current (2018) mileage rate is 25p. The entitlement to claim excess travelling expenses will lapse after 2 years, or earlier if the post-holder voluntarily changes jobs or moves house.

8 REPEATED TRANSFERS

8.1 Any promoted teacher who has been transferred once will not be required to transfer again for at least 5 years.

8.2 Any promoted teacher who has been transferred once will be eligible to be considered for transfer again, in the context of the roll of that teacher's school having fallen in the manner described in 3.3 above, but only if she/he so wishes if less than 5 years have passed since the earlier transfer.