

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

Joint Secretary (Teachers' Panel)
Mike Callaghan
c/o EIS
Angus Local Association
310 Broughty Ferry Road
Dundee DD4 7NU

Joint Secretary (Angus Council)
Jim Hammond
Service Leader
Schools and Learning
Angus House
Forfar DD8 1AN

22 February 2024

Dear Colleague

AJNCT/23 (AMENDED)

PROMOTED POSTS IN PRIMARY SCHOOLS: ADJUSTMENTS TO STAFF ESTABLISHMENT

The nationally agreed package of pay and conditions of service for Scottish teachers "A Teaching Profession for the 21st Century" included provision for specific duties and job remits to be a devolved matter. Accordingly, the Angus Joint Negotiating Committee for Teachers considered the issues surrounding promoted posts in primary schools and adjustments to the staff establishment. Local agreement was reached on the criteria to be applied and this was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 22 May 2006 and subsequently ratified by the Staffing Sub-Committee on 29 June 2006.

Amendments to this agreement were approved by the Angus Joint Negotiating committee for Teachers at its meeting on 30 May 2018, and subsequently ratified by the Staffing Sub-Committee on 18 September 2018. This agreement has now been further amended and details are attached as an Appendix to this circular.

This amendment to the local agreement was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 7 December 2023, and subsequently ratified by the Staffing Sub-Committee on 20 February 2024.

Yours sincerely

JIM HAMMOND
MIKE CALLAGHAN

Joint Secretaries

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cc: Chief Executive
Director of Education and Lifelong Learning and Chief Education Officer
Director of HR, Digital Enablement and Business Support

ANGUS COUNCIL – JOINT NEGOTIATING COMMITTEE FOR TEACHERS

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 9 January 2024, 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)
1-4	1 Head Teacher	13
5-6	Head Teacher and 1 Principal Teacher	4
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
14-16	1 Head Teacher, 1 Depute Head Teacher and 2 Principal Teachers	9
17 or more classes	1 Head Teacher, 2 Depute Head Teachers and 1 Principal Teacher	1

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	1
4-6	1 Head Teacher and 1 Principal Teacher	4
7 or more classes	1 Head Teacher, 1 Depute Head Teacher	2

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	0.6
110 – 220	0.9
221 – 330	1.2
331 – 439	1.5
440 – 500	1.7
501+	1.9

Additional management time to each shared headship is 0.3 FTE. This additionality recognises the workload of a shared Head Teacher in terms of managing two school communities.

Each 'specifically resourced' primary school receives an additional 0.2FTE management time to support the PT (Inclusion) role.

All additional staffing allocated to schools is brought together under one heading of 'Excellence and Equity'.

All schools will receive a minimum of 0.1FTE additionality to support this approach.

Following this, and aligned to the principles of the Scottish Attainment Challenge, all additional FTE allocations are based on the annual average percentage registration for School Clothing Grant (SCG) at each school:

- Where the average of SCG is up to 20%, the allocation will be:
Number of SCG Pupils x 0.00375FTE
- Where the three-year average of SCG is greater than 20%, the allocation will be:
Number of SCG Pupils x 0.0055FTE

All nine primary schools which are classified as 'specifically resourced' have an additional Principal Teacher (Inclusion) to support participation, progress and achievement of children with additional support needs.

There are currently 6 Principal Teacher posts with an additional support needs remit.

- 4 Principal Teachers ASN with a locality remit
- 2 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 a Service Leader.

- 3.1 An annual review of class configuration takes place each February and is approved by a Service Leader to ensure the most efficient class composition has been achieved. Staffing allocation to primary schools is agreed in May each school session.

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.

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.

4.1 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 or Principal Teacher (Inclusion) Principal Teacher post (mainstream) 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 their current normal daily journey to work (one way).
- 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 Education and Lifelong 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.

5.1 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.

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

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.

7.1 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. All expense claims will be processed in line with the Corporate Policy.

- 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.