



Community Services: Education

Argyll House
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To: Heads of all Educational Establishments

Dear Colleague

Scheme for promotion of teachers to posts of responsibility in primary and special schools: structure of promoted posts

This circular outlines the grades of promoted posts applicable to primary and special schools and the basis for calculating the establishment of such posts. As such it supersedes education management circular 2.03 Structure of promoted posts in primary schools.

1 Rationale

This paper, outlining the process which informs the creation of promoted post structures in schools, was agreed by the local negotiating committee for teachers and has been issued to all primary and special schools for head teachers' implementation.

2 Establishment of posts

- 2.1 Before any appointment can be made a vacancy must exist within the agreed establishment staffing complement.
- 2.2 For the purpose of calculating each school's entitlement to promoted posts the roll taken into account will normally be the roll as at the September census date of the current session and the school's agreed projected roll for the two following sessions.
- 2.3 If the entitlement to any particular post is expected to last for a period less than two years then the post will be filled on an acting basis for a period not exceeding 23 months from the date of appointment. Applications will, in the first instance, be invited from teachers employed in the school where the vacancy is identified.
- 2.4 Where a temporary post is likely to be required for less than nine months it will be advertised within the schools in the Council area.

- 2.5 In the case of posts likely to be required for a shorter period applications will be invited in the first instance from teachers employed in the school where the vacancy occurs.
- 2.6 In the case of any teacher not currently employed by Argyll and Bute Council being offered any new post this would be subject to standard disclosure procedures; see education management circular 1.56.

3 Allocation of posts

- 3.1 In addition to classroom teacher, the following grades of posts are applicable: principal teacher, depute head teacher and head teacher.
- 3.2 The establishment of principal teacher posts will be determined by a ratio of one principal teacher post for every six full-time equivalent members of teaching and non-teaching staff. In schools with a roll exceeding 220 pupils a depute head teacher will be appointed. This post carries the equivalent value of two principal teacher posts. Accordingly the overall entitlement of principal teacher posts will be reduced by two.
- 3.3 All management posts within the school will be job sized and a structure points envelope will be determined which reflects the required management capacity of the school. Taking account of 3.2 above, the design of the promoted posts structure will be for the head teacher/campus principal to determine within the envelope provided in order that the overall budget available is not exceeded.
- 3.4 In determining the management responsibility for promoted posts, head teachers/campus principals must ensure that due regard is paid to the curricular policies of the authority and national guidelines particularly in the following areas.
- (a) The management structure must be directed to securing improvement in children and young people's attainment and achievement through the implementation of the key principles of a Curriculum for Excellence.
 - (b) The management structure should provide leadership and management to support school improvement as identified by the quality indicators in *How Good is our School?* 3 (HGIOS3).
 - (c) The management structure should assist the school in achieving the objectives established in the school improvement plan.
 - (d) The management structure should offer a best value approach to the delivery of a high quality educational provision for all children and young people.

4 Management time

- 4.1 Within the overall staffing entitlement, the sub-formula for calculating head teacher management time and an allocation for the deployment of staffing for curriculum enrichment is shown in appendix 1.
- 4.2 The minimum management time for depute head teachers and principal teachers is calculated as follows.

Post	Minimum management time
Depute head teacher	0.3 FTE
Principal teacher scale point 1	0.1 FTE
Principal teacher scale point 2	0.2 FTE

Thereafter principal teacher management time will be increased by 0.05 FTE per job sized scale point.

5 The school management plan

- 5.1 The head teacher/campus principal, after full consultation with his or her staff, should submit to the responsible head of service the plan for the management structure of the school detailing the proposed deployment of the promoted posts.
- 5.2 The management structure of each school must be capable of being implemented within the budget available. Projected rolls used as the basis for forward planning must be agreed with the responsible head of service.
- 5.3 As a result of some former senior teachers opting not to become principal teachers a few schools will be unable to make new appointments to the principal teacher post identified in their structure. In these circumstances the management time associated with the post will temporarily be allocated to the head teacher until the principal teacher post is filled.

6 Future arrangements

- 6.1 The establishment of management structures for each school as described above may be subject to further adjustment by decision of the Council or following national agreements, by the LNCT, as appropriate.
- 6.2 Any proposed amendments to the management structures should be outlined in the school management plan should be submitted to the appropriate head of service for prior approval.

Yours sincerely

Executive Director of Community Services

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Appendix 1

Core staffing	HT Management Element & Curriculum Enhancement Component	Time Allocation (based on a 35 hour week i.e.5 days x 7 hours)
1 – 1.9	0.2	7 hours
2 – 2.9	0.29	10 hours 09 minutes
3 – 3.9	0.38	13 hours 18 minutes
4 – 4.9	0.47	16 hours 27 minutes
5 – 5.9	0.56	19 hours 36 minutes
6 – 6.9	0.65	22 hours 45 minutes
7 – 7.9	0.74	25 hours 54 minutes
8 – 8.9	0.83	29 hours 03 minutes
9 – 9.9	0.92	32 hours 12 minutes
10 – 10.9	1.01	35 hours 21 minutes
11 – 11.9	1.10	38 hours 30 minutes
12 – 12.9	1.19	41 hours 39 minutes
13 – 13.9	1.28	44 hours 48 minutes
14 – 14.9	1.37	47 hours 57 minutes
15 – 15.9	1.46	51 hours 06 minutes
16 – 16.9	1.55	54 hours 15 minutes
17 - 17.9	1.64	57 hours 24 minutes