Education Procedure Manual 2/06

STRUCTURE OF PROMOTED POSTS IN SECONDARY SCHOOLS

For

Teachers and Employees on Scottish Negotiating Committee for Teachers (SNCT) Conditions of Service

Education, People & Business

Effective from: December 2022

Contents

VERSION CONTROL HISTORY

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
1.1	Jun 2018	Appendix – actual roll numbers and points updated	02/12/2022	

GDPR STATEMENT

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POLICY REVIEW STATEMENT

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management

1.0   PURPOSE

1.1   This Procedure Manual outlines the grades of promoted posts applicable to secondary schools in East Dunbartonshire Council and the process for establishing a promoted post structure.

2.0   SCOPE

2.1   The following promoted post designations are applicable to the secondary sector: A generic role profile for each post has been agreed through East Dunbartonshire Council's Local Negotiating Committee for Teachers (LNCT).

- Head Teacher
- Depute Head Teacher
- Principal Teacher Curriculum
- Principal Teacher Guidance
- Principal Teacher Support for Learning
- Principal Teacher Curriculum Support (posts created for a particular school based development eg raising attainment)

3.0   REFERENCES & RELATED DOCUMENTATION

3.1   The following documents should be referenced when considering this procedure:

- SNCT Handbook
- Equalities Act 2010
- Add more as appropriate

4.0   USING A POINTS SYSTEM TO MANAGE A PROMOTED POST STRUCTURE

4.1   All promoted posts are job sized through the Scottish Negotiating Committee for Teachers (SNCT) Job Sizing Toolkit. The job size is based on a number of whole school factors (eg pupil roll and free meal registration) and responsibilities of the promoted post (eg line management of staff, budget and curricular responsibility)

4.2   There are eight job sized salary points on the Principal Teacher (PT) scale and nineteen on the Depute Head Teacher (DHT)/Head Teacher (HT) scale.

4.3   A structure points value is allocated to every promoted post salary which reflects the proportional difference between the promoted post salary and the average unpromoted salary. The number of structure points allocated to each promoted post salary is shown in Table 1.

PRINCIPAL TEACHERS		DEPUTE & HEAD TEACHERS	
Scale Point	**Structure Points**	**Scale Point**	**Structure Points**
1	10	1	23
2	14	2	26
3	18	3	30
4	22	4	34
5	26	5	38

PRINCIPAL TEACHERS	
Scale Point	Structure Points
6	30
7	34
8	38

DEPUTE & HEAD TEACHERS	
Scale Point	Structure Points
6	41
7	45
8	49
9	52
10	56
11	62
12	68
13	74
14	81
15	90
16	99
17	108
18	118
19	127

Table 1: Promoted Post Structure Points

4.4   The use of structure points to determine the financial resource available for the promoted post structure avoids the complication caused by the cash value of salaries changing when pay awards are made. eg a PT post at Job Size Point 6 will always be equivalent to 30 points regardless of any pay increases.

4.5   The number of structure points available for each school is based on school roll bandings with an additional allowance for schools with a free school meal registration of over 10% . This is necessary since job sized salaries in such schools are already higher compared to job sized salaries in schools with a free school meal registration of less than 10%.

4.6   The financial resource available for the promoted post structure in each secondary school is expressed as a total number of points.

5.0   DETERMINING THE PROMOTED POST STRUCTURE WITHIN EACH SCHOOL

5.1   The Chief Education Officer will inform Head Teachers of the points available for the promoted post structure in the school. The current allocation of points to each school is detailed in Appendix 1. This is based on the estimated roll as calculated by Finance and the average roll taking into account the two previous years actual roll. The higher of the two figures is used. This will be reviewed every three years. The proposed reduction in management points to be achieved over the next three years is detailed in Appendix 1.

5.2   Head Teachers have the facility to devise the promoted post structure for their school, within the available allocated points. This should take account of the context of the school and the requirements to deliver the national and authority priorities. These include the National Improvement Framework, Curriculum for Excellence, Getting it Right for Every Child, Developing the Young Workforce and The East Dunbartonshire ASN Strategy and Wellbeing Framework.

5.3   Advice will be provided to Head Teachers by the Resource Planning Coordinator, HR Business Partners and Finance.

5.4   After consultation with staff and teacher trade unions, Head Teachers should submit to the Chief Education Officer a plan for the promoted post structure of the school. The structure should be reviewed and discussed with staff and the teacher trade unions every three years.

5.5   In determining the promoted post structure, Head Teachers must ensure that specific management responsibility is allocated at Principal Teacher level for every area of the curriculum, and at an appropriate senior level, for guidance and support for learning.

5.6   Curricular areas may be grouped together within cognate groups as seems most appropriate. Head Teachers should ensure that in such cases the Principal Teacher – Curriculum should have the appropriate GTCS qualification in one or more of the subjects so grouped.

5.7   A school with a Language and Communication Resource is allocated additional promoted post structure points to manage that resource. Head Teachers, following consultation with staff, have the flexibility to consider the overall management of support for pupils within the school as part of the school plan.

5.8   The Chief Education Officer may allocate, on a temporary basis, additional points/resources, where these are available, to a school to support specific needs.

5.9   If a school's existing promoted post structure exceeds the available points, additional promoted posts cannot be created. As promoted posts become available, the Head Teacher may decide, after consultation with the staff affected and the Chief Education Officer, to fill the post on a temporary basis only in order that a more extensive alteration to the promoted post structure can be considered when another promoted post(s) falls vacant and more points become available for use.

5.9.1   If a particular post is not expected to last for more than two years then the post will be filled only on an acting basis (with applications being invited in the first instance from teachers employed within the school where the vacancy arises).

6.0   MANAGEMENT TIME

6.1   Each secondary school is allocated an FTE management time allowance within the budgeted staffing allowance for the school.

6.2   The minimum management time for specific promoted posts (based on a 32/33 period week) is outlined below. This is based 50 minute periods.

6.3   **Depute Head Teachers**

6.3.1   Management time and remits for Depute Head Teachers should normally be distributed equitably among the postholders within the context of the Role Profile for the post.

6.3.2   The minimum management time for the DHT group within the school is listed in Table 2.

Roll	Total number of periods for the DHT group to be distributed equitably, based on a 33 period week
401-500	32
501-600	32
601-700	33
701-800	43
801-900	45
901-1000	45
1001-1100	58
1101-1200	58
1201-1300	58
1301-1400	70
1401-1500	70
1500+	70

Table 2 Minimum Management Time for Depute Head Teachers

6.4   Principal Teacher Guidance

6.4.1   Management time and remits, including guidance caseload should normally be distributed equitably among the Principal Teachers of Guidance within the context of the Role Profile for the post.

6.4.2   The minimum management time for the PT Guidance group within the school is listed in Table 3

Roll	Total number of periods for the PTG group to be distributed equitably, based on a 33 period week
401-500	20
501-600	20
601-700	32
701-800	32
801-900	32
901-1000	44
1001-1100	44
1101-1200	44
1201-1300	56
1301-1400	56
1401-1500	56
1500+	68

Table 3: Minimum Management Time for Principal Teachers Guidance

6.5   Principal Teacher Support for Learning

6.5.1   The minimum management time for the PT Support for Learning is listed in Table 4

Roll	Total number of periods for the SfL group to be distributed equitably, based on a 33 period week
401-500	2
501-600	2
601-700	3
701-800	3
801-900	4
901-1000	4
1001-1100	4
1101-1200	4
1201-1300	4
1301-1400	5
1401-1500	5
1500+	5

Table 4 Minimum Management Time for PT Support for Learning

6.6   **Principal Teacher Curriculum**

6.6.1   The minimum management time for Principal Teachers Curriculum relates to the size of the school and the line management responsibilities of the Principal Teacher for teaching staff in FTE. The FTE is based on the staffing entitlement (excluding the principal teacher).

FTE Staff (exc PT)	Roll 1200 and under	Roll 1201 and over
0	3	3
1-2	3	4
3-5	4	5
6-7	5	7
8	7	8
9-10	8	9
11-12	9	10
13-14	10	11
15+	11	12

6.7   **Principal Teacher Curriculum Support (*e.g.* PT Raising Attainment)**

6.7.1   There is no specific management time allocated the post of Principal Teacher Curriculum Support as this will be dependent on the remit.

7.0   CHANGES TO PROMOTED POST STRUCTURES

7.1   The establishment of promoted posts for each school will be subject to future alteration, as appropriate, following agreements within the SNCT or decision of the authority or LNCT as appropriate.

Appendix 1: Allocation of Management Points to Secondary Schools – Rolls based on March 2022 roll data.

ROLL BANDINGS		1050+				800-1050				500-800	
SCHOOL		Bishopbriggs Academy	Lenzie Academy	Bearsden Academy		Douglas Academy	Boclair Academy	St Ninian's High		Turnbull High	Kirkintilloch High
ROLL		1277	1348	1236		1049	1032	895		672	729
POINTS NOW		749	871	741		674	626	656		498	512
NEW TARGET		766	809	742		682	671	673		470	583
RATIO		0.6	0.6	0.6		0.65	0.65	0.75*		0.7	0.8*
POINTS REDUCTION		NA	-62	NA		NA	NA	NA		-28	NA

A basic multiplier is applied to all schools (0.6) and an additional multiplier is applied to lower bandings;

*An additional multiplier is applied to these schools as the high level of deprivation which impacts on job sizing.