

Education and Learning Directorate
Procedures and Guidelines

**APPOINTMENT PROCEDURES FOR
HEADTEACHERS FOLLOWING A REVIEW
OF MANAGEMENT ARRANGEMENTS**

2024

This Procedure for Appointing Headteachers Following a Review of Management Arrangements will be used during the implementation period following a review of management arrangements, in accordance with the Council's Strategic Framework. It is consistent with current local agreements and National Conditions of Service for Teachers and aims to ensure a fair and equitable procedure which takes account of consultation with Headteachers.

The process is broken down into stages which cover current contractual arrangements and support the principle that substantive Headteachers should not be required to undergo a further interview unless there are multiple suitable candidates in the same position.

Job-sizing of all new positions will be undertaken prior to any implementation.

Stage 1

Any Headteachers whose two-school partnership is restructured following review, to a single school, will be appointed to the Headteacher position of that school. A decision will be made by the Headteacher, in consultation with Directorate Officers, as to which of the previous partnership schools the Headteacher will be linked with. If following job-sizing the Headteacher position is at a lower level, there will be conservation of the previous salary for three years*. If a Headteacher does not wish to take up the position offered, then redeployment procedures** would be followed.

The Parent Councils of the schools will be informed of the outcome.

Stage 2

Any Headteachers whose three-school partnership is restructured following review to a two-school partnership, where both schools were part of the original three-school partnership, will be appointed to the Headteacher position of the new two-school partnership. If following job-sizing the Headteacher position is at a lower level, there will be conservation of the previous salary for three years*. If a Headteacher does not wish to take up the position offered, then redeployment procedures** would be followed.

The Parent Councils of the schools will be informed of the outcome.

Stage 3

Match*** posts where possible in the following order:

Step 1 Match in situations where only one substantive permanent Headteacher remains within the current two-school partnership. If the candidate for matching does not wish to take up the post then redeployment procedures** would be followed.

Step 2 In situations where two permanent Headteachers within the same two-school partnership would be competing for one post, volunteers will be sought for matching to a Headteacher post within suitable alternative partnerships. In cases where more than one substantive Headteacher volunteers for a post, the longest serving Headteacher will be offered the post. After this time redeployment procedures** would be followed.

Parent Councils of the schools will be consulted during this stage of the process. Matched Headteachers may be requested to make a presentation to their new Parent Councils.

Step 3 Where two permanent Headteachers have the same length of substantive service and cannot be differentiated in Step 2 above, a competitive interview following the format of Final Interviews for Headteacher will be held to identify a preferred candidate. For the unsuccessful candidate, redeployment procedures** would be followed.

Stage 4

Where the new school partnership includes at least one denominational Roman Catholic school, the Headteacher appointed must have the prior approval of the Roman Catholic church representative. Stage 3 procedures would then be applied.

Stage 5

Remaining vacant partnership Headteacher posts will be ring-fenced in the first instance to those Headteachers requiring to be placed.

Parent Councils will be consulted during this stage of the process. Matched Headteachers may be requested to make a presentation to their new Parent Councils.

Stage 6

Once above stages are completed, appointment to any remaining vacant partner Headteacher posts would be made by open recruitment using the existing LNCT Headteacher Appointments Process.

*** Conservation – General Provisions**

1.63 The application of cash conservation will commence at the date at which the downgrading of the salary for the post, transfer or cessation of temporary appointment takes effect. During the period of cash conservation, the post holder will continue to receive his/her previous salary but will not receive any increase resulting from pay awards (other than in the circumstances outlined in 1.64 below). At the end of the period, the cash conservation will end and the post holder will then receive the normal salary for the post she/he now holds.

1.64 During any period of conservation, when the normal salary for the post occupied exceeds the conserved salary being paid (for example, through the application of pay awards), the post holder will receive the normal salary for the post with effect from that date.

1.65 Conservation of salary will cease following voluntary application for, and appointment to, a new post.

1.66 There shall be no entitlement to conservation of salary where;

- (a) a teacher is transferred and ceases to be entitled to receive a remote school/distant island allowance payable (in terms of paragraph 1.68 below) or suffers a reduction in the amount of such an allowance; or
- (b) a teacher refuses unreasonably, on two occasions, to accept an alternative equivalent, or better, post.

**** Redeployment Procedures for substantive Headteachers**

Those remaining without a partner Headteacher post at will be redeployed to a suitable vacancy as a DHT, PT or class teacher with conservation of salary for three years. Vacant posts with a salary closest to the existing salary will be offered in the first instance.

Those refusing a partnership Headteacher post at Stage 1, Stage 2 or Stage 3 Step 1 will be redeployed to a suitable post (i.e. DHT, PT or class teacher) as soon as possible with no conservation of salary.

*** Matched Posts

A matched post would normally be up to two job sized grades up or down from the current job sized point. Appropriate salary conservation will apply*.

Kenny Pullen
School's Manager (People)
Education and Learning

Document History

Scheme Guidance

Version	Revision Date	Previous Revision Date	Summary of Changes
1.0	4 October 2022	25 June 2013	
2.0	23 January 2024	4 October 2022	Addition of section matched posts

Committee Approval

Version	Committee	Committee Date

Distribution

The approved version of this document is distributed to:

Name	Version	Date