

Guidance for Teachers Temporarily Undertaking a Post of Higher Responsibility (Acting Up)

Introduction

Please note this procedure is only relevant for teaching employees.

General Information

The method of payment and recruitment required, for undertaking an acting up arrangement, is determined by the length of the engagement.

If the acting up arrangement is to be for:

- **Less than 12 weeks** (see Section 1 below), e.g. vacancy cover whilst a post is being advertised, short term sickness absence cover
 - Post does not require to be advertised
 - A Temporary Responsibility Payment claim form (TRP) should be completed each month and submitted through askHR portal, uploading as a scanned document
- **12 weeks or more** (see Section 2 below)
 - Acting up post must be advertised, via askHR Portal
 - Pre-employment checks will be required, e.g. PVG, Right To Work in the UK, etc. for the preferred candidate
 - HR Transactional will complete the employee new start form once a confirmed start date has been agreed between the line manager and the preferred candidate, after pre-employment checks are deemed satisfactory. The employee will be paid their new hours automatically under their current 030 employee reference number

Please note the following paragraph from the SNCT Handbook ([Part 2: Section 1 – Pay, paragraph 1.71](#)) regarding conservation for promoted post holders with temporary appointments:

“Where a teacher has occupied a promoted post, on a temporary basis, for two or more consecutive school years and that temporary appointment ceases, then the teacher shall receive a three-year period of cash conservation (as defined in paragraph 1.63).”

Section 1

Less than 12 weeks

It is the responsibility of all Head Teachers/QIOs to give each teacher who is to undertake an acting up arrangement lasting less than 12 weeks the following:

Prior to commencement

- Job description outlining duties of the post of higher responsibility
- Job sized salary of the post of higher responsibility
- Likely duration of cover of the post of higher responsibility
- Date on which cover will commence
- Method of payment of higher salary (by teachers monthly TRP form)
- Line manager while covering the post of higher responsibility

All hours worked should be claimed on a TRP form and submitted through askHR Portal monthly. This form should only be printed off as and when required. It is a live document and may be amended without notice. The form can be found in two locations; askHR Portal / I am a Line Manager / Employee Contract Change / Other HR Forms or Arcadia Tools and Resources / HR Policies and Procedures including employee forms / Temporary Responsibility Payments

Where the acting arrangement is expected to last for 20 days or more on a continuous basis, the teacher will be issued with fixed term contractual documentation.

Teachers covering on this basis will not be required to work 20 days before payment is made to them, for example, vacancy cover.

As in line with teachers' terms and conditions as set out in Part 2 of the SNCT Handbook, teachers who are covering for a period of less than 20 days duration, e.g. short term sickness cover, ad hoc cover, will only be paid once 20 days have been worked, if the teacher is covering a post within their own school. Payment will then be paid for the first 20 days and any subsequent days.

These days do not require to be worked on a continuous basis. Please **do not** hold forms until after the 20 days have been worked. Even if the teacher covers the acting post for less than 20 days and no payment is due, HR Transactional will hold the claim form and should the teacher cover **the same post** again within a six-month period, the previous days worked would count towards the 20-day rule.

It is very unlikely that a short-term acting up arrangement would be covered in another school, but should this be the case, the 20-day rule does not apply, and the claim form can be processed immediately and paid for period of less than 20 days. Please also refer to Section 4 – Prior to the Acting Up Arrangement Ending.

Head Teacher Cover

Advice has been sought from SNCT regarding when payment can be made for “ad hoc” cover, e.g. Head Teacher out of school on school/authority business:

- PT/Class Teachers who act up on an “ad hoc” basis are entitled to claim the higher salary for days worked
- A Depute Head Teacher will not be entitled to claim where credit for deputising for their Head Teacher has already been included within their DHT salary

Depute Head Teachers will however continue to receive the higher salary when covering an HT acting arrangement that is, for example, to cover for maternity leave, vacancy cover, long term sickness cover, etc.

Primary Ad Hoc Cover

1. School which does not have a Senior Management Team

If a primary Head Teacher of a small school is out of school on business and is not contactable, then a class teacher should act as Head Teacher. The teacher may then claim the difference between their own salary and the job sized salary of the Head Teacher post by way of a TRP claim form. Once the teacher has acted up in the Head Teacher post for 20 days (even if the days are not consecutive and provided that there has not been more than a 6 month break between days worked) payment will be made for the 20 days as well as any subsequent days.

2. School with a Senior Management Team

If a primary Head Teacher is out of school on business and is not contactable, the SMT member who formally deputises for the Head Teacher would then cover this role. This Depute may not necessarily have this role detailed within their job description, however the job sizing score for their post would have been given credit for this remit. In this instance the Depute would not be entitled to claim for these days.

However, if the situation arose whereby the SMT member who formally deputises for the Head Teacher were for example off ill for a few days and one of the other DHTs within the AMT (assistants) were to cover the Head Teacher role they would be eligible to make a claim and payment would be made as above. These DHTs would not have been given credit for this role in the job sizing score for their post.

In a school where there is no SMT member who formally deputises for the Head Teacher, the SMT members would have deputising responsibilities shared between them. Therefore, in this instance, they would not be able to claim if their Head Teacher were out of school on business and not contactable. These DHTs would have been given job sizing credit for being a member of an SMT which did not include a formal depute.

3. Schools with a small Senior Management Team

If the school's SMT only consist of a Head Teacher and one Depute Head Teacher and the DHT is out of school on business and is not contactable, there should be no PT/class teacher used to act as Depute Head Teacher.

However, should the situation arise where both the Head Teacher and the Depute Head Teacher are out of school and non-contactable at the same time, then payment can be made for a PT/class teacher to act as Head Teacher. Payment would be made as detailed above. This arrangement would rarely be required.

Secondary Ad Hoc Cover

1. Senior Management Team with a Formal Depute

If the Head Teacher is out of school on business and is not contactable, the SMT member who formally deputises for the Head Teacher would then cover this role. This Depute may not necessarily have this role detailed within their job description, however the job sizing score for their post would have been given credit for this remit.

However, if the situation arose whereby the SMT member who formally deputises for the Head Teacher were for example off ill for a few days and one of the other DHTs within the SMT (assistants) were to cover the Head Teacher role they would be eligible to make a claim and payment would be made as in number 1 of the Primary Ad Hoc Cover section above. These DHTs would not have been given credit for this role in the job sizing score for their post.

2. Senior Management Team that does not include a Formal Depute

In a school where there is no SMT member who formally deputises for the Head Teacher, the SMT members would have deputising responsibilities shared between them. These DHTs would have been given credit for being a member of an SMT which did not include a formal depute. Therefore, in this instance they would not be able to claim if their Head Teacher were out of school on business and not contactable.

The above is not a comprehensive list but gives an illustration of possible scenarios.

Prior to the acting up arrangement ending,

Written notice should be given as follow before the acting up arrangement ends:

- A permanent teacher, who will return to their substantive post, should receive a minimum of 1 weeks' notice
- A supply teacher covering on a fixed term basis should receive 4 weeks' notice, however where the cover is for long term sickness absence, this may not be possible, and a minimum of 1 weeks' notice should be given
- Short term/ad hoc cover should receive as much notice as possible, however there may be instances where only a days' notice is possible

Please see sample wording regarding notice in Appendix A – Ending an acting up arrangement.

Section 2

12 weeks or more

Where the acting arrangement is expected to last for 12 weeks or more, the post requires to be advertised via the askHR Portal and pre-employment checks will be undertaken for the preferred candidate.

Once a start date has been confirmed following recruitment, Teachers covering for 12 weeks or more will be automatically paid (transferred into the higher duty position), under their current 030 employee reference number. There will be no requirement for the teacher to complete a TRP claim form.

Prior to the acting up arrangement ending, following recruitment (12 weeks or more)

Written notice should be given as follow before the acting up arrangement ends:

- A permanent teacher, who will return to their substantive post, should receive a minimum of 4 weeks' notice

An Employee Change Form requires to be completed by the line manager and sent via askHR Portal. The line manager requires to highlight the change reason 'Return to substantive position'

Please see sample wording regarding notice in Appendix A – Ending an acting up arrangement.

Appendix A

SAMPLE WORDING – ENDING AN ACTING UP ARRANGEMENT

STRICTLY PRIVATE AND CONFIDENTIAL

Our Ref:
Your Ref:
Please ask for:
Direct Dial:
E-mail:

<Date>

<Name>
<Address>
<Address>
<Address>
<Postcode>

Dear <Name>

Further to our conversation of DATE, I am writing to confirm that the acting up arrangement that you are currently undertaking will end on DATE and this will be inclusive of your NUMBER weeks' notice period. At this time you will return to your substantive post of TITLE. *(Please delete last sentence as appropriate).*

Yours sincerely