

TEMPORARY PROMOTION POLICY SUPPORT STAFF

1. Purpose

- 1.1 This policy aims to ensure that support employees are treated fairly and consistently when they undertake responsibilities of a more senior role for a period of time. Occasions might include temporary promotion to cover long-term sickness absence, maternity leave or to undertake a defined project activity.

2. Scope

- 2.1 This policy applies to all support staff and in situations where responsibility for a more senior role is undertaken by more than one person.
- 2.2 Arrangements for teachers are covered in the Teacher's Pay Policy.

3. Definitions

- 3.1 Temporary promotion is defined as undertaking the range of duties and responsibilities of a post at a more senior grade than the employee's substantive role for a minimum period of 2 months and normally for a maximum period of 12 months, although this may be extended e.g. to complete a long term project.

4. General principles

- 4.1 The principles underpinning this policy are that:
- An employee offered temporary promotion must be capable of working independently at the more senior level and be performing satisfactorily in their existing substantive post.
 - Temporary promotion can provide personal and professional development for individual, enhancing their career prospects, and may be supported with appropriate continuing professional development.
 - Employees will be fairly rewarded when undertaking a temporarily promoted position, in that their pay will normally be of an equal grade to a substantive post holder in a more senior position.

5. Selection procedure

- 5.1 In order to ensure that temporary promotion is undertaken consistently and fairly, the following criteria will be used.
- 5.2 Where there is a clear deputy, or clear 'next on in line' to the vacant role, that individual should normally be asked if they would undertake that role for a specified period, provided that they are appropriately qualified and experienced to do so.
- 5.3 Where there is more than one employee who is potentially capable of undertaking the role, the vacancy will be advertised internally. Depending on the scope of the role, this will either be in the school / academy or across the Trust.
- 5.4 The advertisement will be accompanied by an invitation to register an interest for the role by submitting an expression of interest stating how the employee meets the requirements as laid out within the person specification.
- 5.5 For advertised posts, normal selection processes will be followed unless there is more than one employee who is potentially capable of undertaking the role and the Headteacher supports the development of more than one employee to share the responsibilities.

- 5.6 In these circumstances the role can be split and shared normally between two employees if all parties agree. Pay will be split as appropriate fairly between the parties. If all parties do not agree then a selection process will typically be undertaken.
- 5.7 Once an offer of temporary promotion has been verbally made and accepted, this will be confirmed in writing, with confirmation of the start date, intended end date, impact on pay and reason for the temporary promotion.

6. Termination of temporary promotion period

- 6.1 The employee will be notified of the end date of the temporary promotion at the start of the period in writing, and unless advised to the contrary the period of temporary promotion will cease on this date, with no further requirement for notice. Pay safeguarding arrangements will not apply at the end of the temporary promotion period and on return to a substantive post, the employee will receive their substantive pay.
- 6.2 In the event that the temporary promotion period is prematurely terminated for reasons other than conduct or performance, the employee will be informed of the reasons for this decision and will normally be provided with four weeks' notice of the new date of termination, in any event this date will not run beyond the initial termination date.

7. Terms and conditions

- 7.1 During the temporary promotion period the post holder will be paid on at least the bottom scale point of the grade to which they are being temporarily promoted.
- 7.2 Employees will return to their substantive grade at the end of the temporary promotion period, and to terms no less favourable than those which would have applied if the employee had remained in their substantive grade.
- 7.3 Where, during a period of temporary promotion, an employee is due to receive an increment on their substantive role this will be recorded on their pay record but will not apply to the higher salary being paid for the period of temporary promotion if there is less than 6 months' satisfactory service in the promoted post at the review period. On returning to the substantive post, the employee will receive the increment which would have normally applied (if appropriate) from the date of returning to their substantive role.
- 7.4 Cost of living pay awards will be paid to employees on temporary promotion.

8. Conduct and capability during the temporary promotion period

- 8.1 An employee's performance will be reviewed during the promotion period with their line manager. If concerns arise then matters will be fully discussed, and support provided to enable matters to be addressed at the earliest opportunity. Support may include on or off the job training or other forms of intervention in order to bring about a change.
- 8.2 No decision will be taken to terminate the temporary promotion early without a discussion having taken place and an opportunity provided for matters to be resolved. If a decision is taken to discontinue the temporary promotion for matters unrelated to misconduct, and if all parties agree that returning to the previous grade provides a solution, it will not be necessary for formal proceedings to be invoked.
- 8.3 Where parties cannot reach such an agreement and the problem continues the capability procedure may be invoked.

9. Promotion following a period of temporary promotion

- 9.1 Temporary promotion is a temporary arrangement and does not confer a right to permanent appointment to the more senior role.

10. General Data Protection Regulation

- 10.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

Document management

Review cycle:	Every two years
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Policy owner	Head of Human Resources
Approving body:	Board of Trustees
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