

Southwark Schools Human Resource Redeployment – Information for School based Employees

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1. Introduction

This guidance is for those school based employees who are at risk of redundancy – this can be either through a restructure where their role is being deleted, or those on a fixed term contract, whose contract is due to come to an end with more than 2 years' continuous service.

Prior to any redundancy, alternatives should be considered to mitigate against any job losses, so that experienced, knowledgeable and skilled staff are retained.

2. Educational/Employment Context

The Governing Body of each school is responsible for all staffing decisions. Even in the case of community schools, where the local authority is also the employer, the local authority has no involvement in the operational aspects of running the school and the governing board are directly responsible for all staffing decisions.

For this reason, a school employee cannot be forced to take on a role in another school, as this would need to be subject to that school's governing board sign-off.

This guidance sets out the process that will be followed to support school based employees seek alternative roles in other schools as well as within the council.

3. What is redundancy?

Redundancy is a dismissal that is necessary because the place of work is closing or the employer needs fewer employees to carry out the work.

4. What happens when a role is made redundant?

The school will follow a formal redundancy consultation.

As part of the process, you will be offered an individual one to one meeting, where you can be accompanied by a trade union representative or work colleague, to ask any questions you may have about the process and what this means for the individually, as well as provide an opportunity for you to feedback on alternatives to redundancy. You can also ask the school for any support that may be helpful during this time.

5. Coaching session

The school can facilitate a coaching session with you to explain how to apply for roles, how to complete an application form, etc.

6. Skills audit

A Skills Audit is essentially a process for measuring and recording your skills. A skills audit will also identify any potential knowledge gaps that you can develop. This information will help the school to provide the appropriate training and development to you in order to fill any knowledge gaps in preparation for recruitment and selection.

A template is provided for you to use.

7. Looking for roles

The Schools HR Business Partner will act as the point of contact for any roles that you identify as being suitable and which you would like to apply to.

The Schools HR Business Partner will liaise with either the school or the council (depending on where the vacancy is) to clarify the selection process.

It is a requirement that you are able to demonstrate you meet the essential criteria of the person specification for the role.

For roles in other schools, which are subject to safer recruitment requirements, in line with Keeping Children Safe in Education, you may still be required to complete an application form.

For roles in the council, you will need to follow the council recruitment process.

8. Where to look for vacancies

Southwark school vacancies:

<https://schools.southwark.gov.uk/schoolshr/southwark-schools-job-vacancies>

Southwark Diocesan Board of Education website for school vacancies in CoE schools:

<https://www.sdbemat.org/3670/job-opportunities-within-the-trust>

<https://education.southwark.anglican.org/4597/opportunities>

Southwark Council jobs:

<https://www.southwark.gov.uk/jobs-and-careers>

9. FAQs

a) Are school based employees at risk of redundancy guaranteed redeployment?

No. This is because of the governance arrangements in schools, where each governing body is responsible for their staffing decisions, independent of each other and the local authority.

b) Can a school employee be forced to take on another role in another school or in the council?

Due to the legal governance arrangements in schools, the governing board of each school is the employer in law.

In the case of community schools, where the local authority is also the employer, the local authority has no involvement in the operational aspects of running the school and the governing board are still responsible for staffing decisions.

For this reason, a school employee cannot be forced to take on a role in another school, as this would need to be subject to that school's governing board sign-off.

For council based jobs, the school employee will be given preferential treatment as an internal applicant, but will still be required to follow the council's recruitment process and be successful in the process.

c) What are the timescales for redeployment?

During the redundancy consultation process, alternatives to redundancy will be considered, including redeployment. Redeployment can occur throughout the process, up to the end of the employee's notice period.

d) If a school employee is successful in another role but they realise it is not the right role for them, would they forfeit their redundancy?

No.

In the case that a school employee is successful in another role, they would be deemed to be redeployed and there will be a four-week trial period, in which the employee and the new employer can establish if the role is suitable.

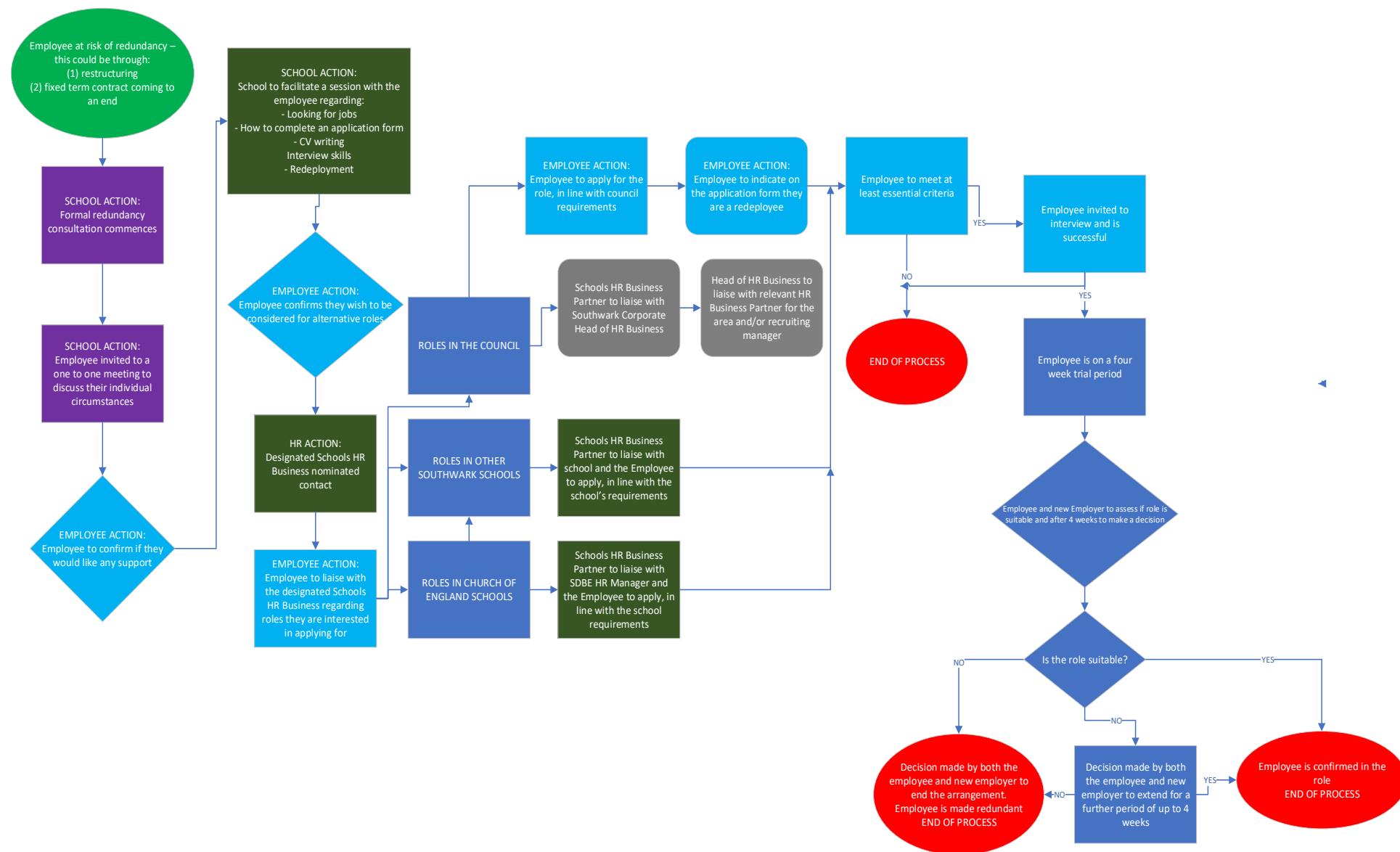
If at the end of the four weeks, the arrangement has not been successful, there is a an option to extend the trial period. This can be extended by a maximum of four weeks for the purpose of allowing further time for retraining and to maximise transferable skills or the employee may require additional time to demonstrate that they are suitable in the role. The trial period could also be extended if the member of staff is absent for any reason such as sickness absence or leave, or the absence of the manager.

This must be confirmed in writing.

If the trial period is not successful, the employee will then end their employment at that place of work and will receive their redundancy.

NOTE: During this trial period, if the employee is under notice of redundancy, the notice period will not be suspended.

Appendix 1 – Redeployment Process



Appendix 2