

Education and Learning  
Policy

**POLICY FOR THE REDEPLOYMENT OF  
EXTRA-NUMERARY TEACHING STAFF AT  
ALL LEVELS**

**2020**

- 1.0 This Policy applies to teaching staff at all levels. This Policy should be read in conjunction with the Recruitment and Appointment of Teachers to Promoted Posts in Dumfries & Galloway.
- 1.1 The Headteacher/ local authority identifies extra-numerary teaching staff in the school. The extra-numerary time identified should be such as to allow either full-time or part-time redeployment of posts from one school, partnership or Cluster\* to another.  
\* this will depend on whether a teacher's contract is to a school, partnership or Cluster.
- 1.2 In circumstances where it is not the Headteacher to be redeployed, the Headteacher will consult the Schools' Resources Team and will then inform appropriate staff of the need to effect a reduction in staffing, of the procedures which will be followed and the options available (if known). It is important that this information be given as early as possible and that matters be dealt with as sensitively as possible.
- 1.3 Consideration may at this point be given to an interest in premature retirement (based on normal retirement age) but full consideration will only be given to this in the event of no acceptable alternative post being available.
- 1.4 Where a redeployment situation occurs, in the first instance, volunteers will be sought for those who might be interested in a redeployment to another school, partnership or Cluster. A deadline of five working days will be given to staff to express such an interest and, if at all possible, the alternative posts available should be known at this time. If more than one volunteer comes forward, the teacher with the greater length of continuous teaching service with Dumfries and Galloway Council will be offered the redeployment opportunity.
- 1.5 Where no voluntary redeployment is forthcoming, the extra-numerary teacher will be identified in accordance with the length of service.
  - 1.5.1 Length of service will be reckoned on the length of teaching service which members of staff have given to Dumfries and Galloway Council subject to conditions given below with regard to breaks in service. This will include periods of part-time and temporary work.
  - 1.5.2 Maternity leave shall count as continuous teaching service in full provided that the teacher returned to service during that period when the statutory right of return applies.
  - 1.5.3 Where, for maternity leave or to bring up a family, the teacher has a break in service, the maximum allowable period of that break will be eight years. Teaching service which occurred before the eight years or less shall count in full but where the break is for more than eight years, no previous service will be reckoned.
  - 1.5.4 Where, for maternity-related reasons, the teacher has more than one break of service, these breaks of service will be aggregated with the maximum allowable total being eight years. Provided that the aggregate of breaks in service is less than eight years, all periods of intervening teaching service will count in full but where the breaks in service amount to more than eight years, only that service accumulated between the breaks totalling not more than eight years in the period immediately preceding return will be credited.
  - 1.5.5 Career breaks approved by Education Services will not be regarded as a break in service.
  - 1.5.6 Unpaid sickness will count in full for length of service.

- 2.0 Wherever possible and reasonable, efforts will be made to avoid the compulsory redeployment of members of staff who have been subject to compulsory redeployment within the previous four years.
- 3.0 Where two or more teachers have equal teaching service with Dumfries and Galloway Council and the qualification for compulsory redeployment cannot be determined by other means, interviews will be held in order to determine the person most appropriate to remain. These interviews will be organised and led by Resources Team, Education Services. The Headteachers or their representatives of the redeploying and receiving schools will not be involved in these interviews. Teachers will have the right to have a representative from their professional organisation observe the interview and decision-making process.
- 4.0 Special procedures when a redeployment situation exists for Principal Teacher posts.
- 4.1 There is no provision for parents to be involved in the appointment of Principal Teachers, matching of redeployed Principal Teachers will be based on:
- 4.1.1 Any member of staff currently undergoing competence or disciplinary investigation will not be considered for redeployment.
- 4.1.2 Existing salary should normally be within two scale points\* of the salary for the vacancy;
- 4.1.3 The Headteacher must be satisfied that the Principal Teacher to be deployed can demonstrate an awareness of the specific requirements of the position about to be taken over; and
- 4.1.4 The preference of Principal Teacher to be deployed must be considered.

\* Should the member of staff accept a post which is job-sized at a scale point less than their existing salary, cash conservation will apply as set out in 1.63-1.65 of the SNCT Handbook: *'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.'*

- 5.0 Special procedures when a redeployment situation exists for Headteacher and Depute Headteacher posts.
- 5.1 At the meeting with the Parent Council the Education Officer (for Headteacher vacancy) or Headteacher (for Depute Headteacher vacancy) will, in the first instance, present the job description and person specification for consultation. The Parent Council will already have been informed that the Education Authority requires to match to a suitable post, an identified existing Headteacher or Depute Headteacher currently employed elsewhere. If there is more than one current vacancy which may be suitable, then the Parent Council should be informed of the other vacancies.
- 5.2 The Parent Council will be informed of the matching criteria as follows:
- 5.2.1 Existing salary should normally be within two scale points\* of the salary for the vacancy;

5.2.2 The Authority must be satisfied that the Headteacher or Depute Headteacher to be deployed can demonstrate an awareness of the specific requirements of the position about to be taken over; and

5.2.3 The preference of the Headteacher or Depute Headteacher to be deployed must be considered.

\* Should the member of staff accept a post which is job-sized at a scale point less than their existing salary, cash conservation will apply as set out in 1.63-1.65 of the SNCT Handbook: *'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.'*

5.3 If the above criteria demonstrate that a match may be possible then the Parent Council will be given the opportunity to have an informal meeting with the proposed new appointee. Whilst there is no statutory requirement for the Parent Council to have any further involvement in the appointment process beyond this consultation phase, every effort will be made to consider the wishes of all concerned. However, the authority reserves the right to make the final decision with regard to the deployment.

## 6.0 Equalities Act 2010

All applicants will be afforded equality of opportunity and will be treated no less favourably than any other person in relation to any protected characteristics contained within equalities legislation.

7.0 For class teacher, Principal Teacher & Depute Headteacher redeployment, the Headteacher will ensure that the individual concerned is involved in discussions on conditions relating to the redeployment and the member of staff will have the right to have present at such discussions a representative of his/her professional organisation. Where agreement does not prove possible, the appeals/grievance procedures can be invoked and no actual redeployment should occur until these are finally resolved.

8.0 The Schools' Resources Team representative will write to the teacher informing him/her of:

- the reason for the redeployment;
- the school to which the teacher is to be redeployed;
- the starting date from which the redeployment will take effect with a minimum of one month's notice unless otherwise with the agreement of the teacher; and
- any other conditions attaching to the redeployment.

9.0 For Headteacher redeployment, the local authority representative will ensure that the individual concerned is involved in discussions on conditions relating to the redeployment and the Headteacher will have the right to have present at such discussions a representative of his/her professional organisation. Where agreement does not prove possible, the appeals/grievance procedures can be invoked, and no actual redeployment should occur until these are finally resolved.

10.0 All staff who are subject to redeployment under the conditions of this policy will have the right to return without interview to a post vacated in the school from which they have been redeployed provided that that post becomes vacant before they take up their new post.

11.0 For a maximum period of four years following date of redeployment Extra-numerary Travel in the form of mileage or reimbursement of public transport costs can be claimed. Extra-numerary mileage will be calculated, on the difference in complete miles, between home (at the point when the change of work location occurred) to the teacher's old place of work and their new place of work (where greater). Extra-numerary mileage is based on 75% of the standard mileage rate; HMRC treats extra-numerary mileage payments as earnings so claims are taxed at your usual rate.

The extra-numerary mileage will be removed if the teacher:

- moves home;
  - voluntarily changes post;
  - ends, or have employment ended; or
  - if the teacher's manager subsequently changes their permanent place of work again.
- In this circumstance the payment of the allowance is reset and subject to the criteria for eligibility set out above.

12.0 Redeployment will be effected over as short a distance as possible with no compulsion to undertake an additional daily commute from home of more than 25 miles. Where the new distance between home and base school is agreed as unreasonable for daily travel, consideration will be given to providing assistance with removal expenses.

John Thin  
Schools' Manager  
Education Services

Agreed by LNCT October 2019