

SCHOOL STAFFING RESTRUCTURE POLICIES

PURPOSE OF THE CHECKLIST

The NASUWT believes that staffing reviews must be conducted with a view to ensuring that the management and deployment of all staff and the allocation of responsibilities and duties is effective and focused on teaching, learning and securing quality education for all pupils.

School staffing restructure policies which accord with the provision in this checklist will minimise the risk of discrimination and grievance and will provide the basis for sound financial planning.

The checklist sets out the minimum requirements for an effective school staffing restructure policy that is open, fair and transparent. An acceptable school staffing restructure policy will operate in accordance with the NASUWT checklist as follows.

The policy must state that:

- the school will publish a draft revised structure and implementation plan which will be communicated clearly to all staff and the NASUWT;
- copies of all documents to be considered by the governing body will be provided to staff and the NASUWT;
- there is clear timescale and process for receipt of written representations/submissions on the draft structure;
- the final staffing structure and associated implementation plan will be communicated clearly to all staff and the NASUWT.

Discussion and consultation

The policy should confirm that:

- all staff and the NASUWT will be given the opportunity to engage in discussion and consultation at appropriate stages of the review;
- the school will ensure that individual staff and the NASUWT receive adequate accommodation and time to discuss and consult upon the implications of the review;
- the governing body will give due consideration to feedback obtained during the consultation process;
- the employer is willing to discuss and clarify the outcomes arising from the consultation.

Open, fair and transparent management of the process

School policies should ensure that:

- staffing reviews are conducted in an open, fair and transparent manner at all stages;
- consultation periods within the review process are agreed with staff and the NASUWT and clearly communicated to all parties;
- consultation procedures will be established and agreed with the whole school staff and the NASUWT;
- the consultation timescale will be based on working days and will not include weekends or school holidays (see illustrative timeline);
- the governing body will approve the draft structure and implementation plan;
- the final presentation to the governing body will include the main outcomes of the consultation process, including the provision to the governing body of copies of the formal written submissions received from the NASUWT. There should be a commitment by the employer that the headteacher will advise of any amendments proposed as a result of the consultation, any proposals not incorporated and the reasons why.

Other matters for consideration

The governing body will consider other information for the staffing review, including:

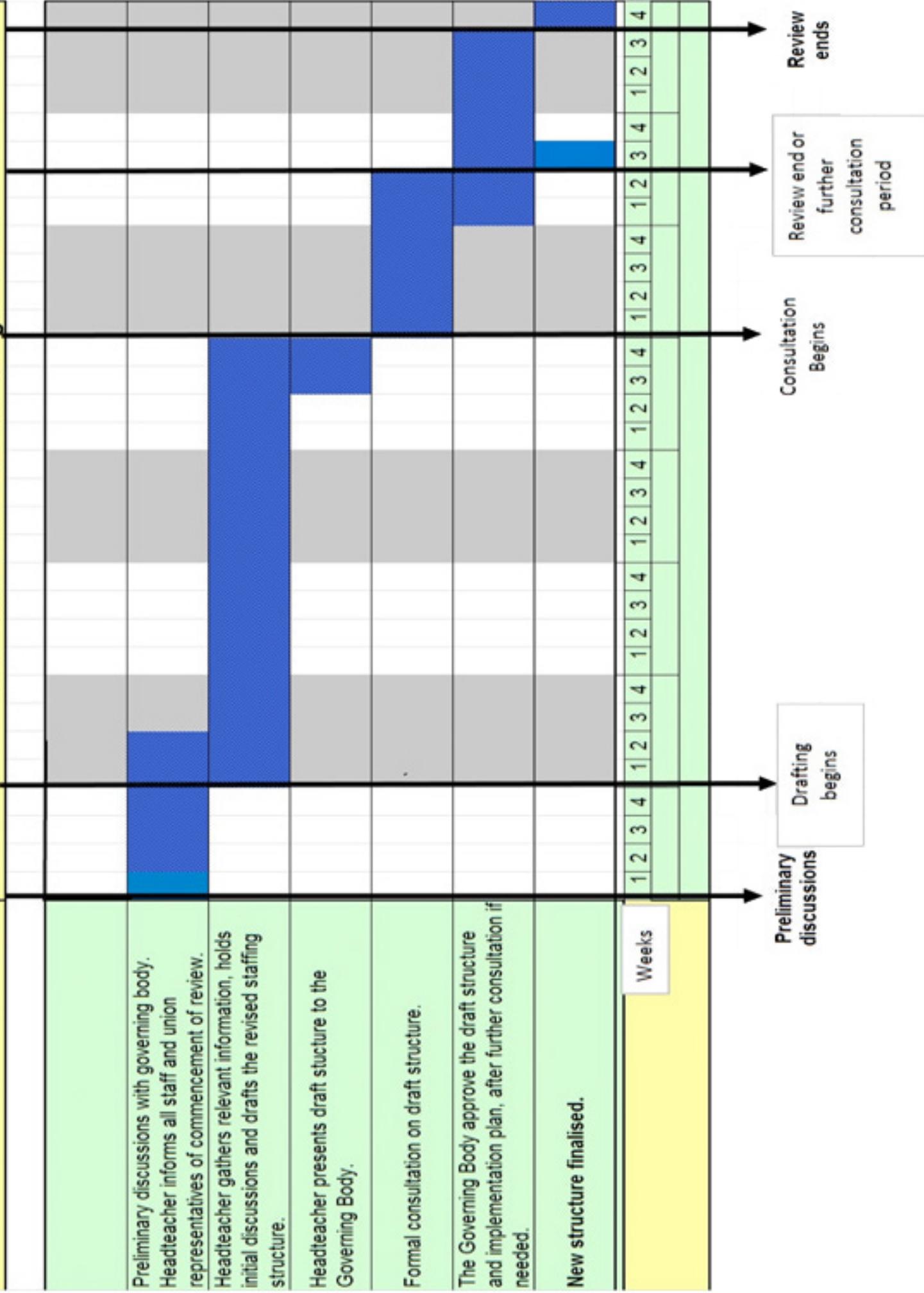
- the overall school budget (current and projected);
- the School Improvement Plan;
- the equality Impact Assessment.

Monitoring and review of the policy

School policies should ensure that:

- the policy will be monitored and reviewed by the relevant body in conjunction with union representatives on an annual basis.

Illustrative Timeline for Staffing Reviews



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