



## Redundancy Procedure

Category: Non-Statutory	Approved by: Full Governing Body
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Initial Review by: Head Teacher	Formal Review by: Finance & Resources Committee
Linked Policies: Capability of Staff, Staff Code of Conduct, Staff Disciplinary Procedure, Staff Grievance Procedure.	

*The governors of Woolhampton C of E Primary School have agreed the following revised West Berkshire Model Redundancy procedure for Schools, reference HRr001, January 2019.*

### Our Christian Vision:

*Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed everyone and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for all.*

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## **1. Purpose**

- 1.1. To provide a clear and fair process to be followed when it becomes necessary to reduce a school's staffing establishment, which is compliant with statutory requirements in relation to consultation, equalities legislation, and dismissal procedures.
- 1.2. The Governing Body and the Local Authority seek to ensure, as far as possible, security of employment for employees by careful forward planning. However, it is recognised that from time to time the needs of a school may change and could lead to reduced staffing requirements.
- 1.3. This policy has been drawn up by West Berkshire Council following consultation with the recognised trade unions.

## **2. Applicability**

- 2.1. It is recommended that this procedure is adopted by all maintained schools in West Berkshire with delegated budgets.
- 2.2. West Berkshire Council is the employer for employees working in Community, Voluntary Controlled, and Community Special schools. However, the school governing body is responsible for determining whether an employee should cease to work at the school, and thus who should be dismissed by reason of redundancy.
- 2.3. **Academy or Voluntary Aided schools may also choose to adopt this procedure. As the governing body is the employer in these schools the governing body must assume the responsibilities of the Local Authority (LA) as referred to in this procedure.**
- 2.4. This procedure will be used when circumstances arise which could lead to redundancy (see definition in section 3 below).

## **3. Definitions**

- 3.1. The definition of redundancy is given by Section 139 Employment Rights Act 1996. This states that redundancy occurs when an employee is dismissed and the dismissal is attributable wholly or mainly to:
  - the fact that the employer has ceased, or intends to cease, to carry on the business, or to carry on that business in the place where the employee was employed; or
  - the fact that the requirements of that business for employees to carry out work of a particular kind, or for employees to carry out work of a particular kind in the place where they were employed, have ceased or diminished or are expected to cease or diminish.
- 3.2. In summary, school redundancies are likely to occur either where a school is closing, or where it has a reduced requirement for the work carried out by either teachers or support employees as a result of a reduction in hours or posts in the school's staffing structure. This may be as a result of falling numbers on roll,

financial pressures, changes in curriculum requirements, changes to the school site, a review of the deployment of staff resources, or other reasons.

3.3. The surplus staffing situation at the school may involve:

- a unique post being declared redundant;
- a reduction in the number of staff employed to do the same type of work (e.g. class teachers)
- A reduction in hours and/or a change in duties and responsibilities where a complete reorganisation of the structure may be advisable.

3.4. In a primary school, 'work of a particular kind' for teachers will normally include the work of all teachers in the school. Thus the pool of potentially redundant teachers would include all non-leadership teaching staff in the school.

3.5. For the purpose of this procedure, 'work of a particular kind' for secondary teachers will normally be defined as teaching in a particular subject area rather than the wider definition of 'teaching'. Distinct work of a particular kind would normally mean no movement of teachers from that area to and from other subject areas. For example, the pool of potentially redundant teachers might be all teachers in the Modern Foreign Language Department. Therefore it would be possible to define a pool of secondary teachers by department/ subject area.

3.6. For support employees, the pool of potentially redundant employees will be defined by the school, having regard to the type of work that is reducing.

#### **4. Roles and Responsibilities**

4.1. The governing body is responsible for;

- Determining the required staffing establishment for the school.
- Determining whether an employee should cease to work at the school by reason of redundancy. It may delegate the responsibility for this to the headteacher.
- Considering potentially redundant employees from other West Berkshire schools for suitable vacancies in their own school.

4.2. The local authority is responsible for;

- Dismissing any employee whom the governing body has determined should no longer work at the school by reason of redundancy.

4.3. The headteacher is responsible for;

- The internal organisation, management and control of the school and leading the redundancy process under the direction of the governing body.
- Determining the selection criteria under stage four of the procedure
- Consulting trade union representatives, including on redundancy selection criteria

- Making redundancy selection decisions.

4.4. Note – any reference to the ‘headteacher’ as part of this procedure may include a reference to a senior manager to whom the headteacher has delegated responsibility for carrying out the procedure.

## **5. Principles**

- 5.1. If a need to reduce the number of school staff is identified, the headteacher should consult his/her Human Resources provider on the application of this procedure as soon as possible.
- 5.2. All consultation will be undertaken in good faith and with a view to reaching agreement.
- 5.3. Consultation will include ways of avoiding dismissals, reducing the number to be dismissed, and mitigating the effects of the redundancies.
- 5.4. Individual employees have the right to be accompanied by a trade union representative or a work colleague at any individual meeting to discuss potential redundancy or redeployment.
- 5.5. A copy of this procedure will be issued to any employee who is directly affected by its provisions.
- 5.6. Information about the proposed staffing changes will be made available to all trade union representatives of the unions representing the group(s) of staff affected, in good time (normally a week before the consultation meeting).
- 5.7. If at any time throughout the redundancy process the necessary reduction in staff can be achieved through natural wastage, e.g. resignations or retirements, relevant staff will be informed in writing that the redundancy process has been terminated.
- 5.8. Any dismissals will be carried out in accordance with the School Staffing (England) Regulations 2009.
- 5.9. The redundancy procedure will be applied fairly and consistently to all staff employed at the school regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexual orientation, transgender status, pregnancy or parenthood, age, religion, trade union membership/non membership, or number of hours worked.
- 5.10. The headteacher or school managers can be supported at any stage in the procedure by representatives from the school’s HR provider. Any mention of a local authority representative is in addition to HR support.

## **6. Planning to avoid redundancy**

- 6.1. The governing body will seek, as part of its workforce planning process, to avoid or minimise the effect of any foreseen staff surpluses.
- 6.2. Where staff surpluses can be foreseen the headteacher and governing body should consider the following strategies to avoid compulsory redundancies, in consultation with the Head of Education Services(or his/her representative) and, in

the case of an Aided church school, the Diocesan Director of Education (or his/her representative):

- restricting the recruitment of permanent staff;
- reducing the use of temporary staff without infringing employment rights;
- reduction in hours - where agreed with the employee or allowed for in the contract of employment;
- filling vacancies from among existing employees;
- job sharing;
- training or re-training;
- voluntary redeployment of employees within the local authority;
- release of staff before the contractual resignation date.

6.3. Where the above strategies have not achieved the requirement to reduce staffing numbers the following procedure will be applied.

## **7. Stage One – Proposal to Reduce Staffing**

7.1. The headteacher will prepare a staffing proposal paper in consultation with their HR provider and other LA officers as necessary. The paper should explain the background to the need to reduce the staffing establishment. It should include details of;

- current staffing levels (numbers in each type of staff group potentially affected);
- proposed new staffing structure;
- financial implications;
- any alternatives that have been explored (i.e. as set out in section 6);
- any fixed term contracts and/or natural wastage which will enable some or all of the reduction to be made legally without recourse to redundancy;
- date(s) on which the proposed new staffing structure will become effective, and therefore any redundancies would take place;
- the proposed pool of staff from which the reduction must be achieved
- the proposed method of achieving the reduction
- details of the number and type of agency workers (including supply teachers) working in the school

7.2. The headteacher will discuss the paper with the chair of governors and agree to consult staff and trade unions on the need to reduce staffing numbers.

## **8. Stage Two – Consultation and Ratification**

### **Consultation with trade unions**

8.1. The headteacher, on behalf of the governing body, will write to representatives of relevant trade unions explaining the rationale for the proposed redundancies and notifying them of dates of staff consultation meeting(s) and the governing body meeting where ratification will be sought. A copy of the headteacher's staffing proposal paper will also be enclosed.

8.2. Where a specific pool of employees has been identified from which the reduction in staffing will be achieved, the trade unions should be consulted on the rationale for defining the pool.

- 8.3. Trade union representatives will be invited to attend staff consultation meetings where they have members at the school who will potentially be affected by the proposals.

### **Consultation with staff**

- 8.4. The headteacher will hold a meeting with potentially affected staff to consult them and their representatives on the proposal to reduce staffing numbers.
- 8.5. Where specific posts have been identified for deletion, or a specific pool has been identified from which the reduction in staffing will be achieved, the staff consultation should normally take place in two stages; those who will be directly affected should be consulted first, and the wider staff group should be consulted after this.
- 8.6. A copy of the staffing proposal and a copy of this redundancy procedure will be made available to staff prior to the meeting.
- 8.7. Any teachers selected for the pool (or their unions) may respond to the consultation by suggesting that the pool of potentially redundant teachers should be differently defined. The headteacher will consider and respond to any consultation feedback before proceeding.
- 8.8. At the meeting, the headteacher will refer to this procedure and;
- the requirement for the governing body to ratify the new staffing structure/ reduction in staffing numbers.
  - the need to consult staff and their representatives, and
  - the potential outcomes.
- 8.9. Trade union representatives will be given the opportunity to meet staff separately after this meeting on request to the headteacher, or at another more convenient time.
- 8.10. Comments on proposals should be sought within a reasonable timescale, to be determined by the headteacher (normally a minimum of 10 working days).
- 8.11. Additional meetings with trade union representatives and the headteacher will be arranged on request to assist in seeking to avoid dismissals, reduce numbers to be redundant, or mitigate the effects of redundancy.
- 8.12. The headteacher should consider adjustments to the staffing proposal in the light of comments received during the consultation process.

### **Ratification of proposal by governing body**

- 8.13. Following consultation with staff and unions, the headteacher will take the recommended staffing proposal to a meeting of the governing body's staffing panel. Written representations from staff affected by the proposal or from trade union representatives will be considered at the meeting. Trade union representatives will be invited to attend the meeting to express the views of staff.
- 8.14. The staffing panel will be invited by the headteacher to ratify the proposal, with or without amendments in the light of the views of staff and their representatives.

8.15. If the staffing panel ratifies the proposal to reduce staffing, then stage three of this procedure will be applied.

## **9. Stage Three - Voluntary Solutions**

### **Discussion on voluntary solutions**

9.1. In circumstances where the need for reduction in staffing specifies a particular post or posts, and thus a specific individual is identified as potentially redundant, discussion of voluntary solutions and selection for redundancy may be rendered unnecessary (although consideration should still be given to the possibility of 'bumped' redundancy – see 9.3 below). In these circumstances, the headteacher will proceed to Stage Five of the procedure.

9.2. The headteacher will meet all relevant staff to inform them of the outcome of the governor staffing panel meeting, and to discuss potential voluntary solutions with them. These discussions should include exploration of;

- premature retirement
- voluntary redundancy;
- 'bumped' redundancy (see below)
- voluntary redeployment;
- voluntary reduction in hours;
- job-sharing;
- transfer to another school
- ending fixed term contracts for employees with less than two years' local government service where the reason for the contract being fixed term was due to anticipated staffing reductions.

9.3 If there are no volunteers from within a pool of teachers in a secondary school, the headteacher will discuss with each individual teacher in the pool whether a 'bumped' redundancy might resolve the matter. Each teacher in the pool will be asked whether, with some training and support, he/she could work in another subject area. If the headteacher agrees that this is feasible, he/she will then seek volunteers for redundancy from that area. If a volunteer comes forward he/she will be made redundant and the person in the pool of potentially redundant teachers will slot into the vacant post which has been created. This post will be deemed 'suitable alternative employment' and the person slotted in will have no further opportunity to opt for redundancy. As the job is deemed suitable alternative employment there is no statutory trial period.

9.4 A reasonable timescale should be agreed by the headteacher for individuals to consider these options, including seeking financial benefits information (at least 10 working days).

9.5 Individual employees may seek information, without prejudice, from the headteacher or HR, on voluntary options. Estimates of financial benefits for premature retirement and/or redundancy will be available from HR on request.



## **Outcome of voluntary solutions**

- 9.6 If more employees volunteer for redundancy than are required to meet the reduction in staffing structure, the headteacher will take account of the skills and experience that the school needs to retain to maintain a balance of expertise within the staff when determining whether or not to accept a volunteer. Employees whose skills and experience the school needs to retain will not be granted voluntary redundancy.
- 9.7 Volunteers whom the headteacher selects for redundancy on this basis will have their employment terminated on the grounds of redundancy. The procedure for this will be in accordance with the decision hearing procedure at stage five below.
- 9.8 If the reduction can be achieved through voluntary reduction in hours, the headteacher will arrange for the agreed amendment(s) to individual contracts of employment to be confirmed in writing to the employees concerned.
- 9.9 If voluntary solutions are not forthcoming, or do not meet the whole of the staffing reduction(s) required, then the headteacher will inform relevant staff of the need to move to stage four of this procedure.

## **10 Stage Four – Selection for Compulsory Redundancy**

- 10.1 The headteacher will determine fair and objective selection criteria for redundancy, designed to enable the school/department to retain the balance of skills and expertise it needs. The criteria will specify the particular skills, training, qualifications and expertise relevant to the roles of employees in the pool. Criteria will be weighted for importance.
- 10.2 The headteacher will write to recognised trade union representatives to inform them of the need to move to compulsory selection for redundancy. This notification will include details of, and consult them on, the proposed selection criteria defined by the headteacher, and on the method that will be used to assess staff, with a view to reaching agreement where possible.
- 10.3 A meeting will be arranged between the headteacher and trade union representatives to discuss the proposed selection criteria if requested.

### **Selection against criteria**

- 10.4 To facilitate the selection exercise, staff will be invited to complete a short skills audit form on which they should provide evidence of their key skills, qualifications, training and expertise in relation to the criteria (see example at Appendix E).
- 10.5 The headteacher will conduct an analysis (advised by HR) against the proposed staffing structure by comparing the skills and expertise of existing staff against the selection criteria.
- 10.6 The selection process should be based on objective evidence and may include;

- Current actual practice and/or past experience
- Relevant academic/vocational qualifications
- Recent in-service or other training
- Evidence of particular skills

10.7 The headteacher may wish to interview affected staff, to gather additional information to support the selection process, before making a selection decision.

## **11 Stage Five – Consideration of Termination of Employment (Decision hearing)**

11.1 The headteacher will notify the employee(s) in writing that they have been selected at stage four for potential redundancy. The notification will invite the employee to meet with the governing body decision panel to consider the termination of his/her employment and to provide the individual with an opportunity to make representations about their proposed selection.

11.2 The letter will also notify the employee of their right to be accompanied at the decision hearing by a trade union representative or a work colleague. A local authority representative is entitled to attend this meeting.

11.3 The headteacher will notify Human Resources of the potential redundancy and the employee will be supported in seeking alternative employment prior to the termination of employment (see Stage Seven of this procedure). Efforts to redeploy the employee may continue up to the date of termination and, if successful, the notice of termination of employment will be withdrawn.

## **12 Stage Six – Termination of Employment**

12.1 If the governing body decision panel determines that those individuals selected should be dismissed on the grounds of redundancy, the panel will inform the employee(s) in writing that they will be issued with formal notice of termination of employment. This letter will include the right of appeal against any decision to terminate employment.

12.2 The panel will notify the local authority in writing of the employee(s) who have been selected for dismissal on the grounds of redundancy. The local authority will give notice of the termination of employment to the selected employee(s).

12.3 As defined in the Burgundy Book, teachers are entitled to a minimum of two months' notice and, in the summer term, three months' notice, terminating at 31st December, 30<sup>th</sup> April and 31<sup>st</sup> August respectively. Teachers who have been continuously employed for more than 8 years are entitled to receive additional notice, where applicable, up to a maximum of 12 weeks.

12.4 Support employees are entitled to a minimum of one month and a maximum of 12 weeks' notice (dependent on contract and length of service).

### **13 Stage Seven – Appeal against Dismissal**

- 13.1 The governing body appeals panel will consider any appeal against redundancy at an appeal hearing. A local authority representative is entitled to attend this meeting.
- 13.2 To exercise the right of appeal the employee must state his/her intention to appeal in writing within 5 working days of receiving written notification of termination of employment.
- 13.3 The format of the appeal hearing will be as follows:
- a) The employee appealing against the decision to terminate employment on grounds of redundancy will present their grounds for appeal and present his/her case.
  - b) The chair of the decision hearing panel will explain the reasons for the decision. The headteacher will be available to answer questions from the appeals panel, the employee and his/her representative.
- 13.4 The employee will receive written notification of the appeal panel's decision within five school working days. This decision is final, and there is no further right of appeal to the school or to the local authority.

### **14 Redeployment Support**

- 14.1 On request, a local authority representative (normally HR) will arrange to meet the individual (accompanied by their trade union representative or work colleague if the employee prefers) to discuss the support available for redeployment, including;
- his or her particular circumstances, job preferences, career development, access to transport and ease of travel to alternative places of work, availability for full or part time work
  - the posts that are currently vacant, and might be suitable at other establishments within the Council
  - whether any form of re-training might assist the individual to gain alternative employment
  - any other support needs that the individual may have, including information on redundancy benefits, etc.
- 14.2 Redeployment support will continue to be available to the individual(s) until the date of redundancy, or the date of redeployment if earlier.
- 14.3 Where a potentially redundant teacher is redeployed to another teaching post within West Berkshire Council they will be entitled to have their salary protected in accordance with the School Teachers' Pay and Conditions Document.
- 14.4 Support staff who are redeployed to a new post will be appointed on the terms and conditions of that post. However, where the employee has two or more years' service their salary may, at the discretion of the new governing body, be protected for a period of 18 months as long as they remain in that post. After 18 months the employee will revert to the salary grade for the new post.

14.5 Any individual who is redeployed to an alternative post on different terms and conditions is entitled to a trial period of at least four weeks in the new job. This may be extended by mutual agreement for training purposes. If the alternative employment is found to be unsuitable by the employee following the trial, and the reasons for it being identified unsuitable are accepted by the local authority as fair and justified, employment will be terminated on grounds of redundancy on the original terms.

## **15 Redundancy benefits**

15.1 An employee who is dismissed by reason of redundancy will be entitled to a redundancy payment, provided he/she has at least two years continuous local government service at the date of termination. Local government service includes any service with employers listed in the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 (as amended).

15.2 Redundancy payments for teachers are based on an individual's age, weekly pay, and length of service up to a maximum of 20 years. The governing body has the discretion to base redundancy compensation payments on actual weekly pay (disregarding the statutory ceiling on a week's pay for this purpose).

15.3 Redundancy payments for support staff are based on the West Berkshire Council policy relating to redundancy payments. This is currently based on the individual's age, actual weekly pay and length of service up to a maximum of 20 years, and a multiplier of 1.5 is then applied to complete the calculation. This formula is subject to change.

15.4 Support employees aged 55 or over, who are members of the Local Government Pension Scheme, will also be entitled to premature retirement with immediate access to pension benefits based on accrued service in the scheme.

15.5 Teachers who are aged 55 or over may be granted premature retirement at the discretion of the governing body.

15.6 Further information on the statutory entitlement to redundancy pay, including the number of weeks' pay that an individual is entitled to can be obtained from the Gov.uk website.

15.6 The local authority is responsible for making redundancy payments to redundant employees and for mandatory payments to the relevant pension scheme. It is policy to recover these costs from the school's delegated budget. Details are set out in the local authority's **School Severance Funding Policy**.

## Appendix A - Example Redundancy Timetable

**For notice to be issued to terminate employment on 31<sup>st</sup> August 2019**

	<b>Actions required</b>	<b>Latest date to be actioned</b>
<b>Stage One Preparation &amp; Planning</b>	Headteacher drafts proposed staffing paper	25/1/19
	Headteacher consults chair of governors and agrees to consult staff and trade unions on the need to reduce staffing numbers.	25/1/19
	Headteacher, on behalf of the governing body, writes to representatives of relevant trade unions explaining the rationale for the proposed redundancies and notifying them of dates of staff consultation meeting(s) and the governing body meeting where ratification will be sought. A copy of the headteacher's staffing proposal paper will be enclosed. Headteacher will brief staff, providing proposal paper, and invite them to consultation meeting.	1/2/19
<b>Stage Two Consultation &amp; Ratifications</b>	Headteacher meets potentially affected staff and unions to consult on the proposal to reduce staffing numbers	8/2/19
	School closure	18.02.19 – 22.02.19
	Comments on proposals to have been received.	1/3/19
	Adjustments made to the staffing proposal in the light of comments received during the consultation process.	6/3/19
	Governing body considers the staffing proposal taking into consideration staff and union comments (TUs invited to attend).	8/3/19
<b>Stage Three Voluntary Solutions</b>	Headteacher meets all relevant staff to inform them of the outcome of the governing body meeting, and to discuss potential voluntary solutions with them.	11/3/19
	Deadline for volunteers  <i>If sufficient volunteers come forward the process is terminated. If more volunteers come forward than needed selection criteria will need to be applied.</i>	25/3/19
<b>Stage Four Selection for Compulsory Redundancy</b>	Headteacher determines selection criteria and issues to staff and unions for comment.	27/3/19
	School closure	8/4/19 – 23/4/19
	Deadline for comments on the selection criteria	26/4/19
	Staff invited to complete a short form on which they outline their key skills, qualifications, training and expertise.	30/4/19
	Completed forms to have been received	14/5/19

	<b>Actions required</b>	<b>Latest date to be actioned</b>
	Headteacher determines selection for redundancy	16/5/19
<b>Stage Five Termination of Employment and</b>	Headteacher notifies the employee(s) in writing that they have been selected at stage four for potential redundancy.	17/5/19
	Governing body decision panel meets	21/5/19
<b>Stage Six Termination of Employment</b>	Chair of GB panel issues employee(s) with formal outcome of decision panel (LA School) OR notice of termination of employment (VA/ Academy schools), to include the right of appeal against any decision to terminate employment.	23/5/19
	School informs West Berkshire Council in writing of decision of panel (LA Schools only)	23/5/19
	Council issues dismissal notice (LA schools only)	29/5/19
	School closure	24/5/19 – 31/5/19
<b>Stage Seven Appeal</b>	Latest date for appeal hearing	24/7/19
	School closure	25/7/19 onwards

## Appendix B - Example Teacher Selection Criteria

Some examples of criteria that may be used in the redundancy selection process to assess who should be retained are set out below. Schools should determine criteria that are relevant to their own school and the circumstances of the reduction in staffing in the school or department. Criteria should be weighted according to importance to the school.

Teaching Experience	Weighting (1 = low; 5 = high)
Foundation	
Reception	
KS1	
KS2	
KS3	
KS4	
KS5	
Special needs (specify)	
Subjects taught	
Training & Development	
Attendance on subject/phase specific training (in last two years)	
Post-qualification relevant degree or diploma	
Relevant higher professional qualification	
Attendance on relevant extended course(s)	
Delivery of Inset	
Training & development undertaken not directly related to the school but related to teaching	
Specialist Relevant Skills - examples	
Maths or science qualification	
Music skills	
Subject/key stage/year management skills	

## Appendix C - Example Support Staff (Administration) Selection Criteria

Some examples of criteria that may be used in the redundancy selection process to assess who should be retained are set out below. Schools should determine criteria that are relevant to their own school and the circumstances of the reduction in staffing in the school or department. Criteria should be weighted according to importance to the school.

Skills, knowledge and experience	Weighting (1 = low; 5 = high)
Professional qualification in finance	
Certificate or diploma in School Business Management	
Managerial experience	
Leadership skills	
Formal qualification in ICT	
Formal qualification in computer network management	
Supporting change management programmes	
Up to date knowledge of Health and Safety legislation	
Computer literate in Word	
Computer literate in Excel	
Computer literate in Email	
Computer literate in SIMS	
Computer literate in Access	
Computer literate in using the internet	
Familiar with accounting software	
Awareness of employment law and management best practice.	



## **Appendix D - Example Support Staff (Teaching Assistant) Selection Criteria**

Some examples of criteria that may be used in the redundancy selection process to assess who should be retained are set out below. Schools should determine criteria that are relevant to their own school and the circumstances of the reduction in staffing in the school or department. Criteria should be weighted according to importance to the school.

Skills, knowledge and experience	Weighting (1 = low; 5 = high)
Understanding of children's learning processes	
Knowledge of the early years curriculum or national curriculum and the age-related expectations of pupils	
Knowledge of how to use ICT to advance pupils learning	
Experience of working with children with differing levels of SEN	
Demonstrable ability to communicate effectively with children, parents and other staff	
Evidence of working across the whole of the primary age range	
Evidence of working across mixed age ranges	
Evidence of supporting teaching in more than 1 subject	
Evidence of working with groups of pupils	
Evidence of actively promoting social inclusion	
Evidence of supporting teachers in the evaluation of pupils learning	
Experience of PPA cover	

## Appendix E – Example Skills Audit Form

	Selection criteria	Weighting	Evidence	Score
1	Attendance on subject/phase specific training (in last two years)			
2	Post-qualification relevant degree or diploma			
3	Relevant higher professional qualification			
4	Attendance on relevant extended course(s)			
	Delivery of INSET			
	Training & development undertaken not directly related to the school but related to teaching			

Use this form to summarise your qualifications, skills, knowledge and experience against the selection criteria that the headteacher has identified. Return it to the headteacher within the specified timescale.

## Appendix F – Example selection grid

Example of blank grid

Score out of 5		Reference Number				
Criterion	Weight					
<b>Total weighted score</b>						

Example completed grid for teachers

Score out of 5 (weighted score)		Name				
Criterion	Weight	1	2	3	4	5
Teaching experience across KS1 and KS2	5	5 (25)	2 (10)	3 (15)	3 (15)	4 (20)
Foundation stage experience	2	1 (2)	4 (8)	2 (4)	2 (4)	1 (2)
Wide curriculum expertise	4	5 (20)	2 (8)	3 (12)	2 (8)	4 (16)
Behavioural needs expertise	3	3 (9)	2 (6)	2 (6)	2 (6)	5 (15)
Relevant training within past two years	2	4 (8)	4 (8)	2 (4)	1 (2)	4 (8)
Subject management skills	4	5 (20)	3 (12)	3 (12)	2 (10)	4 (16)
<b>Total weighted score</b>		<b>84</b>	<b>52</b>	<b>53</b>	<b>45</b>	<b>77</b>