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Date 15 March 2006



**Renfrewshire
Council**

Education and Leisure Services

To: Heads of all Education Establishments

Dear Colleague

**Renfrewshire Council Joint Negotiating Committee for Teaching Staff (JNC):
Circular JNC/12**

I enclose a copy of JNC Circular 12.

I should be grateful if you would make arrangements to have this circular made available in the normal manner.

I also enclose an index to the list of circulars.

Yours sincerely

Liz Jamieson
Head of Resource Services

c.c. Members of the JNC
SMT
Education Managers
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Encs



Renfrewshire
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Renfrewshire Council Joint Negotiating Committee for Teaching Staff

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14 February 2006

Dear Colleague

JNC/12

SCHOOL RATIONALISATION: STAFFING POLICY FOR TEACHERS

Renfrewshire Council JNCT has approved an agreement on the policy and procedures for appointing teachers to posts in schools affected by amalgamations or closures. The agreement is attached as an appendix.

The following point should be noted:

The appendix (Appendix 2- SCHOOL RATIONALISATION: STAFFING POLICY FOR TEACHERS) refers to annexes 1 and 2/3. Annexes 2/3 will be developed through the work of the JNC sub-group and will be appended to this agreement at a future date.

Yours faithfully

Liz Jamieson (Education and Leisure Services)
Ian McCrone (Teachers' Panel)

Joint Secretaries

Enc

SCHOOL RATIONALISATION
STAFFING POLICY FOR TEACHERS

1.0 GENERAL PRINCIPLES

- 1.1 There will be no compulsory redundancy of staff as a direct result of school rationalisation.
- 1.2 Staff who are displaced as a result of rationalisation and who do not obtain a post in the remaining school or schools affected by the proposal will retain conservation of salary and, as far as is possible, conservation of status in accordance with the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education.
- 1.3 Displaced staff will be redeployed to appropriate posts within the authority. Vacancy management arrangements will operate to accommodate surplus staff.
- 1.4 Consideration will be given to the provision of voluntary severance facilities incorporating early retirement in a voluntary redundancy situation for employees in schools affected by rationalisation in accordance with the Council policy on Voluntary Redundancy, Early Retirement Schemes.

2.0 CATEGORIES OF RATIONALISATION

- 2.1 School rationalisation proposals are of different types depending on the rolls of the schools involved.
- 2.2 An amalgamation occurs where, according to the roll projections contained in the consultative document, it is estimated that the roll of the remaining school(s) will include 30% or more pupils from the closing school(s). Where closing schools are being replaced by a new school an amalgamation occurs where more than one closing school contributes 30% or more to the total roll of the new school.
- 2.3 A closure occurs where, according to the roll projections contained in the consultative document, it is estimated that the roll of the remaining school(s) will include less than 30% of pupils from the closing school(s). Where closing schools are being replaced by a new school a closure occurs where only one school contributes 30% or more to the total roll of the new school.
- 2.4 The roll projections used will take account of trends in placing requests in to and out of the affected schools.

3.0 PROMOTED POSTS

3.1. The procedures for filling certain promoted posts are laid down in the School Boards (Scotland) Act 1988 and the Self Governing Schools etc Act 1989 as amended. The need to nationally advertise PT posts is currently held in abeyance and appointment procedures for PTs are covered by JNC/8 until such time as the JNC reviews this or legislation changes.

3.2 Amalgamation

3.2.1 In the case of amalgamation, the post of head teacher will be advertised nationally but serving head teachers in any of the schools affected by the proposal will be guaranteed a place on the authority's leet.

3.2.2 Posts of depute head teacher will be advertised nationally and principal teacher posts will be dealt with as outlined in annexes 1 and 2/3 to this policy. Serving postholders will be guaranteed an interview at the level of their current posts.

3.2.3 Staff remaining surplus after the above arrangements have been implemented will be dealt with under the normal surplus procedures.

3.3 Closure

3.3.1 In the case of closure, existing promoted postholders in the remaining school will remain in post or, where a new school is being created, will transfer to that school and retain this post.

3.4 In both closures and amalgamations any new or additional promoted posts, not covered by the agreed application of the principles of JNC 8 while they apply, will be filled by normal procedures.

3.5 Any changes in existing promoted post structures should be effected in terms of the current procedures contained in the reports to the lifelong learning and work policy board on management structures in primary and special schools and management structures in secondary schools of 30 October 2003.

3.6 Displaced promoted postholders will be transferred to other posts, with SNCT conditions, within the authority. Transfers to other schools will be made in accordance with existing procedures for the compulsory transfer of staff which may involve moving to a temporary post until a suitable permanent post becomes available. Displaced staff will have priority over staff declared surplus as the result of a roll drop.

3.7 Displaced promoted postholders may apply at reorganisation and thereafter for other promoted posts in the normal way and will be guaranteed an interview for any post (not just in the reorganising schools) at the same level as that held prior to reorganisation. Displaced promoted postholders will be guaranteed a place on the authority's leet.

- 3.8 Where the salary of the new post is less than that of the previous post the terms of sections 6.2 and 6.3 of the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education or paragraph 3.7 of the agreement 'A Teaching Profession for the 21st Century' (whichever applies) will be applied.

4.0 UNPROMOTED POSTS

- 4.1 Vacant unpromoted posts in the remaining school(s) will be filled from the staffs of the affected schools on the basis of length of continuous service with Renfrewshire Council and its antecedent authorities.
- 4.2 Where more than one remaining school is involved, staff from the closing school will be asked to express a preference. Posts will be filled on the basis of length of continuous service with Renfrewshire Council and its antecedent authorities taking into account the postholder's preferences where possible.
- 4.3 Every effort will be made to redeploy surplus unpromoted staff to substantive posts as quickly as possible. Where no substantive posts are available, deployment may be to a temporary post in the first instance.
- 4.4 The transfer procedures will be in accordance with the existing scheme for the compulsory transfer of staff with displaced staff having priority over staff declared surplus as a result of roll drop.

5.0 STAFFING ENHANCEMENT

- 5.1 It is recognised that a temporary staffing enhancement is required to plan for the change and for the actual period of change. This is distinct from the long term changes in staffing for particular purposes eg behaviour support, guidance.
- 5.2 Session Prior to First Pupil Re-organisation Intake
- 5.2.1 In a closure situation, for the session prior to the first pupils attending the remaining school(s) a staffing allowance would be negotiated to reflect additional burdens on the school related to the planning of the curriculum and arrangements for the transfer of pupils.
- 5.2.2 In the case of an amalgamation an appropriate enhancement would apply to all the schools involved.
- 5.3 Transition Allowance

These transition allowances are additional to the current staffing formulas which in themselves would generate additional staffing for increased pupil numbers according to the following pattern.

(a) Secondary Schools

0 - 20	0.5 FTE + 0.006 x additional pupils
21 - 100	1.0 FTE + 0.006 x additional pupils
101 - 250	1.5 FTE + 0.006 x additional pupils
251 +	2.0 FTE + 0.006 x additional pupils

(b) Primary Schools

0 - 20	0.4 FTE + 0.004 x additional pupils
21 - 100	0.5 FTE + 0.004 x additional pupils
101 - 250	0.6 FTE + 0.004 x additional pupils
251 +	0.7 FTE + 0.004 x additional pupils

- 5.4 The staffing allocation in 5.3 above would apply for the sessions when the reorganisation results in changed pupil numbers in the school.
- 5.5 Head teachers would have the opportunity to make proposals for additional allocations for particular, defined purposes which could not be accommodated within the above allowance. There would be early discussion of this issue and appropriate guidance given.
- 5.6 In an amalgamation the staffing enhancement will be calculated on the basis of 50% of the combined school roll being deemed as additional pupils.
- 5.7 In a closure the staffing enhancement will be calculated on the basis of all pupils from the closing school(s) being deemed as additional pupils.
- 5.8 Post Transition Arrangements

The enhancement for the period of transition in any reorganisation would cease at the end of the session where the final reorganisation intake takes place. Thereafter the provision would be based upon longer term policies for support staffing. These would be determined, following consultation, by the director of education and leisure.

- 5.9 This policy and annexes will be subject to review in the light of changes in legislation or agreements reached nationally through the SNCT or locally through the JNC.

Procedures for the Appointment of Promoted Posts in Amalgamating Secondary Schools

1. The procedures for filling certain promoted posts are laid down in the School Boards (Scotland) Act 1988 and the Self Governing Schools etc Act 1989 as amended. The need to nationally advertise principal teacher (PT) posts is currently held in abeyance and arrangements for filling promoted posts established as a result of management re-structuring are covered by JNC/8 until such time as the JNC reviews this or legislation changes.

2. In June 2004 Renfrewshire Joint Negotiating Committee for Teachers agreed JNC/8, which states;

It is intended that similar principles to those outlined below will be adopted in the revised policy. The authority will use the moratorium on the requirement to advertise principal teacher posts nationally to facilitate the filling of principal teacher posts if still in force at the time.

This annex is the agreed application of the principles contained in JNC/8 to an amalgamation of secondary schools.

3. Head Teacher and Depute Head Teacher posts

Head teacher and depute head teacher posts will be advertised nationally.

4. Principal Teachers

- 4.1 PT (curriculum) - where there are subject department posts in the amalgamating schools and that subject department forms part of the agreed promoted post structure in the amalgamated school with the duties of the post remaining substantially the same.

- 4.1.1 Where there are two substantive PTs responsible for subject departments in the amalgamating schools the PT post in the amalgamated school will be filled by one of the substantive PTs.

- 4.1.2 Where there are two substantive PTs responsible for subject departments in the amalgamating schools expressions of interest will be invited with both PTs being interviewed. The PT who is not appointed will fulfil the duties of a maingrade teacher with conservation of salary (see notes 2 and 3).

- 4.1.3 Where there are two substantive PTs responsible for subject departments in the amalgamating schools and only one expresses an interest in the post the PT will be matched directly to the post (see note 2). The PT who is not appointed will fulfil the duties of a maingrade teacher with conservation of salary (see notes 2 and 3).

4.1.4 Where there are two substantive PTs responsible for subject departments in the amalgamating schools and neither expresses an interest **the post will be filled from the available candidates** following discussion with the head teacher (see notes 2 and 3).

*This paragraph may be amended in the light of experience.

4.1.5 Where only one substantive PT from the amalgamating schools is currently responsible for a subject department the PT will be matched directly to the PT post (see note 2).

4.1.6 Where there are no substantive PTs responsible for the required subject area in the amalgamating schools, expressions of interest will be invited from appropriately qualified former APTs and STs from within the amalgamating schools and interviews held. If it is not possible to fill the post in this way, the vacancy will be advertised to appropriately qualified displaced PTs, former APTs and STs within the authority. Remaining vacancies will be advertised nationally.

4.2 PT (curriculum) - where the post covers a group of subjects (faculty)

4.2.1 Where a faculty is being established in the amalgamated school, and where two or more subjects currently managed by PTs are affected, expressions of interest will be invited from all substantive PTs within the amalgamating schools whose subject areas constitute the new faculty, with interviews for the post being guaranteed. PTs not appointed to the PT faculty post will fulfil the duties of a maingrade teacher with conservation of salary (see notes 1 and 3). Where there is only one expression of interest for the PT post an interview will be held prior to the appointment being made.

4.2.2 Where there are no substantive principal teachers who have responsibility for the required subject areas in the amalgamating schools, or the post is not filled by one of the substantive principal teachers, expressions of interest will be invited from appropriately qualified former assistant principal teachers (APTs) and senior teachers (STs) from within the amalgamating schools and interviews held. If it is not possible to fill the post in this way the vacancy will be advertised to appropriately qualified displaced PTs, former APTs and STs within the authority. Remaining vacancies will be advertised nationally.

4.3 PT (pastoral)

4.3.1 Where the number of PT posts in the amalgamated school is greater than or equal to the total number of substantive PTs from the amalgamating schools the PTs from the amalgamating schools will be matched directly to the posts in the amalgamated school (see note 2).

- 4.3.2 Where a PT post or posts in the amalgamated school remains unfilled following the matching in process, described in paragraph 4.3.1 above, expressions of interest will be invited from former APTs and STs from the amalgamating schools and interviews held. If following the completion of this process it is not possible to fill the post(s) in this way the vacancy will be advertised to displaced principal teachers, former APTs and STs within the authority. Remaining vacancies will be advertised nationally.
- 4.3.3 Where the number of pastoral PT posts in the amalgamated school is less than the total number of substantive PTs in the amalgamating schools, **the posts will be filled from substantive pastoral PTs from the amalgamating schools.** Expressions of interest will be invited from these substantive PTs and candidates interviewed (see note 1). Any pastoral PTs not appointed to PT posts in the amalgamated school will fulfil the duties of a maingrade teacher in their relevant subject area with conservation of salary (see note 3).
- 4.3.4 If the number of expressions of interest is less than or equal to the number of available posts, the PTs who have expressed an interest will be matched directly to the posts. Following discussion with the head teacher the remaining post(s) will be filled from the available candidates.
*This paragraph may be amended in the light of experience.

Notes

1. Under normal circumstances, where a principal teacher carries a conserved salary and application is made for a new post, the salary for the post is paid and conservation lapses. However, due to the nature of this major exercise, and uniquely to this exercise, where a principal teacher makes application for and gains a post within the amalgamated school, their current conservation status will be maintained. That is, lifetime conservation will be retained by those currently entitled to it. (see Scheme of Salaries and Conditions of Service section 6.3). (This does not apply to postholders appointed following national advert)
2. Principal teachers who match into a promoted post will maintain their current conservation entitlement. As per note 1 above, lifetime conservation will be retained by those currently entitled to it.
3. Permanent promoted postholders who cease to hold a promoted post in the amalgamated school will be entitled to full conservation of salary (see Scheme of Salaries and Conditions of Service section 6.3) unless they were appointed after 1 April 2001, in which case, 3 year cash conservation will apply.
4. Where a principal teacher vacancy arises between the date of appointment using the procedures in this appendix and the date of the amalgamated school opening, the appointment process will be repeated using these procedures.

Procedures for the Appointment of Promoted Posts in Amalgamating Primary Schools / Special Schools

1. These procedures are currently being developed.