

Education, Skills and Community Wellbeing Directorate

**POLICY AND PROCEDURE FOR THE
REDEPLOYMENT OF TEACHING STAFF
AT ALL LEVELS**

2026

1 Policy Statement

This policy sets out the procedures that apply to teaching staff at all levels and should be used for instances when class requirements/ timetables mean that there are too many teachers for the setting or when there is a change to school management arrangements (due to, for example, school closures, amalgamations, management restructure or allocation of staffing formulae. Other examples may apply).

There may be occasions where it is appropriate for a temporary redeployment, normally for up to one academic session. Teaching staff will be advised of this and will retain the right to return to their previous position without interview.

2 Principles for Redeployment

- At all times these procedures will be shared as early as possible with those affected and available options shared (if known). All redeployment matters will be dealt with sensitively.
- Where a member of teaching staff is identified as extra-numerary within a school, the Headteacher will liaise with the Education central team. The Headteacher, or a representative from the Education central team, will meet with the affected teacher(s) to explain the requirement for a transfer. In secondary schools, the Headteacher may identify specific subject areas that are overstaffed, in which case redeployment will apply only to staff within those subjects. Any identification of overstaffing must be supported by a pattern of pre-existing evidence, such as timetable loading, pupil uptake, or other relevant data.
- 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 position. A deadline of five working days will normally be given to staff to express such an interest.
- In promoted posts a matched post will only be up to two job sized grades up or down from the current job sized point on an SNCT pay scale. Where more than one extra-numerary member of staff is eligible for matching, then competitive interviews in accordance with agreed LNCT procedures should be followed.
- Where a matched post is identified which is either the Depute Headteacher or Headteacher for a denominational school, the Depute Headteacher or Headteacher must have the prior approval of the Roman Catholic church representative before the matching interview can take place.
- In a redeployment situation, when a matched post is identified on the scale for a Headteacher, Quality Improvement Officer, Quality Improvement Manager or equivalent, there is a requirement for a matching interview to take place. This interview process will be ringfenced to the matched individual(s) and follow the usual interview process for that post.
- Any teacher currently undergoing competence or disciplinary investigation will not normally be considered for redeployment.
- For all cases of redeployment, the individual concerned will be involved in discussions on conditions relating to the redeployment and 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 resolved.
- In all cases, redeployment will be affected over as short a distance as possible with no compulsion to undertake an additional daily commute of more than 25 miles each way. 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 where the distance is over 30 miles.

- If, after a period of no more than two years, the curriculum offer reverts back, and a teacher is now required for that subject, the redeployed staff member will retain the right to return to their previous position without interview.

The Education central team representative will communicate with the teacher informing them of:

- the reason for the redeployment;
- the school to which the teacher is to be redeployed (as soon as reasonably practicable);
- the starting date from which the redeployment will take effect; and
- any other conditions attaching to the redeployment.

3. Specific Arrangements for Main Grade Teachers

Within primary school settings, where extra-numerary teaching staff are identified in primary schools, teaching staff may be identified as extra-numerary from 0.2FTE to 1.0FTE.

Within secondary school settings, where extra-numerary teaching staff are identified in secondary schools, the amount of FTE declared extra-numerary would normally be of the level that would allow the redeployed teaching staff member to be able to fully teach a Senior Phase class (i.e. 3 days or 0.6FTE) in any week. It will not normally be possible for a secondary school to declare a teacher as extra-numerary less than 0.6FTE without approval from the Education central team.

- As per the general principles in section 2 (above), if more than one volunteer volunteers for redeployment, the teacher with the greater length of continuous teaching service with Dumfries and Galloway Council will be offered the redeployment opportunity.
- Where no voluntary redeployment is forthcoming, the extra-numerary teacher will be identified in accordance with the length of service as detailed below.
 - Length of service will be reckoned on the length of continuous 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.
 - 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.
 - 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.
 - 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.
 - Career breaks will not be regarded as a break in service.
 - Unpaid sickness will count in full for length of service.

- 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.
- 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 the Education central team. The Headteachers or their representatives of the redeploying and receiving schools will not be involved in these interviews.

4. Specific Arrangements for Principal Teachers and Education Support Officers

Where a change in management arrangements requires posts to be removed, and/ or new posts to be created, the existing posts will be deleted and a new post created with the new post being job-sized in accordance with SNCT guidelines.

- a. As per the general principles in section 2 (above), 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 position. Normally a deadline of five working days will be given to staff to express such an interest
- b. If more than one volunteer volunteers to be redeployed, the member of staff with the greater length of service will be redeployed (length of service will be in accordance with that of the conditions for main grade teachers above).
- c. If no volunteers request to be redeployed, then ringfenced matching interviews will take place to determine the member(s) of staff to be remain in the new structure. The interviews will be in accordance with the LNCT agreed procedures for the Recruitment and Appointment of Teachers to Promoted Teaching Posts.
- d. Thereafter, where a redeployment situation is required, the identified staff member(s) will be offered the opportunity to be matched to a similar position in another setting where there is a vacancy, within a three-month period. Should this post be job-sized lower than the post holder's existing salary, then cash conservation will apply. Principal Teachers or Education Support Officers who do not accept the offer of another commensurate role will be redeployed to a suitable teaching position. When the member of staff commences their new position, there will be no conservation of salary.
- e. If no suitable matching positions are available for the Principal Teacher or Education Support Officer normally within the three months of the removal of the position or by the conclusion of the staffing exercise, then they will be offered a class teacher role with cash conservation applied as per section 7 below.

(For part-time Principal Teachers or Education Support Officers, redeployment will be matched to the closest available FTE of the existing contract within 0.2FTE.)

5. Specific Arrangements for Senior Promoted SNCT Roles (Depute Headteachers, Headteachers, Quality Improvement Officers and Quality Improvement Managers)

Where a change in management arrangements requires posts to be removed, and/ or new posts to be created, the existing posts will be deleted and a new post created. This will be job sized in accordance with SNCT guidelines.

- a. As per the general principles in section 2 (above), 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 position. Normally, a deadline of five working days will be given to staff to express such an interest.
- b. If more than one volunteer comes forward, the staff member with the greatest length of service will be redeployed (length of service will be in accordance with that of the conditions for main grade teachers above).
- c. If no volunteers request to be redeployed, then ringfenced matching interviews will take place to determine the member(s) of staff to be remain in the new structure. The interviews will be in accordance with the LNCT agreed procedures for the Recruitment and Appointment of Teachers to Promoted Teaching Posts.
- d. Where there is no suitable match for the extra-numerary staff members within the school, they will be offered the opportunity to be matched to a similar position in another setting where there is a vacancy, normally within a three-month period, or by the conclusion of the staffing exercise. Should this post be job-sized lower than the post holder's existing salary, then cash conservation will apply.
- e. Depute Headteachers or Quality Improvement Officers who do not accept the offer of another commensurate role will be redeployed to a suitable Principal Teacher or Education Support Officer position. When the member of staff commences their new position, there will be no conservation of salary.
- f. Normally within a three-month period, or by the conclusion of the staffing exercise, where there is no available equivalent post for matching, the staff member will be redeployed to an appropriate SNCT pay scale post where available. Where no promoted position is available, the staff member will be redeployed to a main grade teaching position. When the member of staff commences their new position, cash conservation will apply as per section 7 below.

If at any stage, the staff member does not accept the offer of an appropriate position, the staff member will be redeployed into a main grade teacher position, and no conservation of salary will apply.

6. Special Arrangements for Depute Headteacher and Headteacher posts

6.1 Where a school within an existing shared management arrangement closes, the Headteacher will normally, for a maximum of one year, continue as Headteacher of the remaining school with the new position job-sized at the point of the new management arrangement taking place. If the new position is job-sized at a lower level, then cash conservation as detailed in section 7 will apply from the downgrading of the salary.

6.2 Where a matched post is identified which is a Depute Headteacher or Headteacher post, there is a requirement for the involvement of the school Parent Council in accordance with the Parental Involvement Act. This will take place through the ringfenced matching interview process, which will consist of a panel interview constituted as per LNCT policy, which will include parental representation. This panel will make the final decision regarding the appointment of a matched Depute Headteacher or Headteacher.

7. Cash Conservation

Should any member of teaching staff accept a post which is job-sized at a scale point less than their existing salary, cash conservation will apply for three years 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.'

8. 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.

9. Travel Expenses

For a maximum period of four years following the date of redeployment, additional mileage incurred can be claimed. This 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 the normal rate.

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

- moves home and their commute decreases below the originally agreed distance; similarly, any increased commute will not incur additional mileage allowance
- 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.

Kenny Pullen
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Document History

Scheme Guidance

Version	Revision Date	Previous Revision Date	Summary of Changes
1.0			New policy to incorporate the following: - Redeployment of Extra-Numerary Teaching Staff At All levels - Appointment Procedures for Middle Leaders Following A Review of Management Arrangements - Appointment Procedures for Headteachers Following A Review of Management Arrangements

Committee Approval

Version	Committee	Committee Date
1.0	LNCT	20 January 2026

Distribution

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