

Schools Redeployment Procedure

This document applies to Community and Voluntary Controlled Schools and is advisory for Foundation and Voluntary Aided Schools.

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Purpose

The purpose of this procedure is to support the redeployment of employees whose employment is at risk due to redundancy, disability-related workplace adjustments, or health reasons. The school will seek suitable alternative employment where reasonably practicable to avoid dismissal and retain valuable skills and experience. With support from governing bodies, LCC is responsible for ensuring these duties are applied where LCC is the employer. For aided and foundation schools the responsibility lies with the school.

This procedure provides guidance on the process to follow to consider redeployment where applicable and covers both teaching and support employees.

A Redeployment Register exists to support the Redeployment process.

Scope

This procedure applies to all employees within maintained schools, and where any of the following circumstances apply:

- Employees selected for redundancy
- Employees unable to continue in their role due to underlying health issues

Employees who fall into one of the above categories are afforded 'at risk' status. LCC and other schools are encouraged to consider those at risk for any possible suitable positions if:

- the post is at the same or lower grade level to their existing post
- they meet the essential requirements or would do, given suitable training

This procedure is **not** intended for use in cases of possible redeployment arising out of the application of the Disciplinary Procedure.

The effective operation of this procedure will depend on the full co-operation of employees, Head Teachers and Governing Bodies, and the provision of all necessary and relevant information to support decision making. For redeployment to be successfully achieved, employees may be expected to undertake appropriate training and to exercise flexibility in considering suitable alternative employment.

General Principles

The school with the support of LCC, is committed to offering employment opportunities to enable redeployment candidates to secure an alternative position. This commitment includes providing support and training to redeployment candidates where appropriate. Under this procedure, a tailored package of training is offered that includes CV writing, job applications, and interview techniques.. Consideration of re-skilling where appropriate opportunities exist will be considered. The employee will be recorded on LCC's redeployment Register.

The school and LCC require those on the redeployment register to:

- Be reasonable in their consideration of alternative vacancies (not just roles related to their current job title).
- Participate with the redeployment process.
- Register and view the vacancies pages on LCC's website <https://careers.lincolnshire.gov.uk/> , local and national press and other sources of job adverts on a regular basis to identify any vacancies that they may be interested in applying for.
- Keep the Education Reorganisation Officer updated on job hunting activities.

An employee who is under notice of termination of contract on the grounds of redundancy has a statutory right to a reasonable amount of paid time off to look for another job and is entitled to a trial period of a minimum of four weeks where suitable alternative employment is available.

Redeployment Process

Once confirmation has been received that an individual or group of employees have received notice of termination of employment, the Education Reorganisation Officer will offer to meet with individual(s) to support with them to seek alternative employment.

Employees be provided with support to seek alternative employment throughout the length of their notice period. If the notice to terminate is overturned by an appeal hearing, seeking alternative employment will cease.

Redeployment Referral

The school will notify the Education Reorganisation Officer by completing Redeployment Referral (RD1) for each employee. The employee is required to complete the Employee Redeployment Referral (RD2). Individuals will start to consider their skills, knowledge and experience in preparation for searching and applying for a new job.

Referral Meeting

The Education Reorganisation Officer will contact the employee to offer a team's call to discuss the redeployment process, their redeployment referral and to identify actions to be undertaken. This meeting will take place as early as possible prior to the end of an individual's employment to maximise the time available for redeployment. They will aim to support individuals to move as quickly as possible to find suitable alternative employment which can help to alleviate worry for the redeployee.

This meeting will explore the individual's skills, experience and abilities, discuss the type of post(s) which would be preferred by the individual and any specific area(s) which could be considered unsuitable together with the reasons for this. Willingness to train/retrain will also be discussed, as training may be offered where appropriate. All parties should explore the full range of acceptable types of work so that suitable opportunities are not overlooked. The individual may be offered assistance with such issues as:

- Updating a CV
- Completing an application form
- Interview skills

The individual should be made aware that paid time off will be given for interviews. This is a right afforded to all employees across LCC, LCC schools, and aided and foundation schools.

Job Searches

Employees will be required to undertake a job search on a weekly basis through the LCC website <https://careers.lincolnshire.gov.uk/> , other job vacancy websites and other local and national press. In addition, the Education Reorganisation Officer will encourage schools within the locality to identify potential and existing vacancies that may be of interest to redeployees and will discuss vacancies with schools if requested by the redeployee.

In the case of LCC vacancies, the Education Reorganisation Officer will only approach for further information at the request of redeployees.

Job Application

Once a suitable vacancy has been identified by the employee they will submit the application form to be considered for an interview. Redeployees should tick the 'at risk' box if available or write 'Redeployee' at the top of the form. They will need to notify the Education Reorganisation Officer of their application so that this can be recorded on the Redeployment Register. All school application processes will adhere to the Safer Recruitment requirements, including the need to undertake enhanced DBS disclosures where necessary.

Redeployees are entitled to priority consideration for LCC directorate posts up to and including their current grade for any vacancy where they match the essential requirements or would do so given suitable training. The Education Reorganisation Officer will be able to advise on the corporate approach to job applications. Redeployees are not entitled to priority consideration for posts at another school; however, in applying for a post at another school, they are advised to indicate they are a redeployee and actively seeking an alternative post.

The Education Reorganisation Officer will contact a recruiting school if required to discuss the individual's application and can act as a point of contact for both parties during the recruitment process.

Interviews

The recruiting school/LCC will undertake an interview scheduled to take place at a time that is most convenient to the school. The Education Reorganisation Officer can be contacted to respond to any queries arising but will not be involved in the selection process. The school is responsible for informing the redeployee of their decision.

Offer of Suitable Alternative Employment (SAE)

Where a role has been offered and is considered as a Suitable Alternative Employment the employee is expected to accept the role. Employees who unreasonably refuse suitable alternative employment may lose their entitlement to a redundancy payment, subject to applicable legislation.

A role is deemed Suitable Alternative Employment by reference to certain criteria, for example:

- Pay and benefits
- Duties and responsibilities
- Status of the role
- Location
- Working hours
- Working environment

It should be noted that this is not an exhaustive list.

Trial Period

A trial period of 4 weeks is offered where the role qualifies as suitable alternative employment. The trial allows the employee and the new manager to assess whether the job is suitable. Both parties should make every effort for the trial period to be successful. Where there are suitability concerns, the trial period may be ended early by either party. The Head Teacher and the individual should work together prior to the start date to develop a suitable induction plan for the agreed trial period to ensure that both the individual and Head Teacher have clear guidelines in place for training needs and objectives to be met.

At the end of the trial period the Head Teacher/Manager will meet with the individual to identify whether the trial period has been successful. If both parties agree, the trial period can be extended for up to a further four weeks. For example, for a period of retraining. Where the trial period has been found to be successful, this will be confirmed in writing to the individual.

If the trial period is unsuccessful, the employee will return to their substantive post. They will continue on the redeployment register, seeking other roles, for:

- the remainder of their notice period where redundancy applies
- any appropriate period under the absence procedure if the at-risk is due to a disability

Salary Safeguarding and Protection

Salary safeguarding and salary protection are only applicable for employees that are to be redeployed on the grounds of redundancy.

Teaching Staff

In redeployment situations resulting from the closure, prescribed alteration or reorganisation of a maintained school or educational establishment, the difference between a salary awarded by a new employer and the salary received in the redundant post will be safeguarded for three years. During this period, pay awards and increments will not be paid until or unless the new salary exceeds the safeguarded salary. If this happens, then safeguarding will end.

Support Staff

Salary protection arrangements for support staff are described in the Local Scheme of Conditions of Service. Where a post becomes disestablished the current post holder becomes 'at risk' of redundancy and seeking alternative employment is mandatory within LCC, although not within other schools.

Where an employee is redeployed into a new post that is considered suitable alternative employment but is of a lower grade/salary within a LCC directorate, consideration will be given to implement salary protection. If approved, the salary will be frozen at the date of transfer to the top point of the new lower grade, plus up to £6000 protection will be paid (pro rata for part-time employees). Pay awards and increments will not be paid until or unless the substantive grade maximum exceeds the protected salary. The protection will cease after 2 years, and the salary paid will then be at the maximum of the substantive grade.

In addition, where candidates appointed to new posts are afforded salary protection, LCC will be able to require the individual to carry out additional tasks as long as they are commensurate with the level of protected salary. Unreasonable refusal to carry out such tasks may jeopardise the protected element of the salary.