




Redeployment Policy

November 2023

Signed (Chair of Trustees):	
Date:	November 2023
Review:	November 2024

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved.

This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

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Redeployment Policy

1.0 Introduction

Because of restructuring or through individual circumstances, there are times when staff remain in a redeployment situation and need to be redeployed. The Trust wishes to retain its staff and thereby their skills and experience, where at all possible. This procedure aims to ensure this occurs and gives clarity on staff rights as well as their responsibilities. It is recognised that such times are very uncertain and support mechanisms are available.

2.0 Reasons for redeployment

2.1 Under notice of redundancy

This is where, as a result of organisational change the post is deleted and:

- assimilation does not apply and/or
- employees who were considered under ring-fencing arrangements have been unsuccessful.

2.2 Medical redeployment including reasons relating to disability

Where the Trusts Occupational Health Advisor advises that the current post is no longer suitable, other posts in the school may be. In these cases, should the Occupational Health Advisor have not already provided guidance on the matter, the manager should require the OH advisor to specify what the individual is restricted from doing, so that this guidance can be considered in determining whether there are any alternative posts for the individual.

In cases where an individual is a disabled worker, managers must consider whether there are any reasonable adjustments which could be made to enable an individual to carry out their current role or, should this not be possible, an alternative post. The services of Access to Work can be used to advise upon and if necessary, fund the making of reasonable adjustments. Managers should also seek assistance from their HR Manager in determining whether or not an employee has a disability that needs further consideration and any adjustments that would be reasonable in the particular circumstances. Please refer to the Managing Sickness Policy and Procedure for additional information along with the Disability Equality Guidance.

2.3 Termination of temporary and fixed term staff

For temporary and fixed term employees a redeployment search will be conducted throughout their notice period. The school will not treat fixed term and temporary employees less favourably unless they can justify so doing. If temporary or fixed term employees are excluded from e.g. ring-fences for available positions, the school will let the employee know the reason they have been excluded. For example, if they were employed for a fixed (short) term to work on a specific project, the school may consider that it is not in accordance with its equal opportunities policy to allow such employees access to permanent roles without being subject to external competition. Each case will be considered on its merits in accordance with the particular facts of the case, and advice should be taken from HR.

Employees who have 2 or more fixed term contracts lasting over 4 or more years may be deemed to be permanent. Managers must seek advice from their HR Manager, if this is an issue.

Those working on temporary and fixed term contracts, who are classed as employees and hold 2 years' continuous service, will receive a redundancy payment if their contract is not renewed by reason of redundancy (unless they unreasonably refuse suitable alternative employment).

The termination of a temporary contract will not be by reason of redundancy if, for example, an employee enters into a temporary contract to cover for an absent employee which ends when the absent employee returns to work, there would be no eligibility for a redundancy payment as the work is continuing.

Prior to accepting a temporary contract, the redeployee should seek guidance to the likelihood of the temporary contract coming to an end by reason of redundancy.

3.0 Key Principles

Staff who have redeployment status (i.e. staff who are under notice of redundancy) have priority over other applicants for vacancies within the school or within the Trust if there are vacant posts.

This priority applies to posts where the grade is either the same as, one grade higher than or one grade lower than the current grade of the permanent post held and for which they appear to be suitable. Example: an employee may appear to be suitable for a post one grade higher however, the post requires a professional qualification that the employee does not have and could not obtain within the 4- week trial period.

This priority applies even where a post has been advertised - redeployees must be considered in advance of any other candidates. In general, however, posts should not be advertised until they have been considered for redeployment.

For posts two or more grades higher, or where the skills and experience do not meet the role profile, the normal open recruitment process applies, although the school may open ring-fence posts for redeployees to be considered first.

Posts two or more grades lower will not normally be considered as suitable unless the individual expresses their wish to be considered for that post.

Where there is more than one potential match for a post, candidates will be placed in an open ring fence for selection.

Employees on maternity leave who are selected for redundancy must be offered any suitable alternative employment that is available. This can be discussed further with the HR Manager.

When applying for the post as a redeployee the employee's redeployment application will be assessed in line with the normal recruitment and selection process. If a small number

of the essential criteria are not fully met, consideration should still be given to interviewing the redeployee. This is so that the interview process can be used to assess whether any gaps can be bridged with training within a reasonable time period, using the trial period, see below. If, however, one of the essential criteria that cannot be met is, for example, that the post-holder needs to possess a specific, professional qualification and this cannot be obtained during a trial period, then the employee cannot be shortlisted.

In addition to meeting the required skills, abilities, and competencies where relevant (the results of any relevant competency testing that may have already been undertaken by the redeployee will also be considered), the following non-exhaustive factors will be considered in determining whether or not alternative work is deemed to be suitable:

Pay
Status
Location
Working environment
Hours of work

The period of the job search will be the length of the employees remaining notice period.

4.0 Responsibilities of the Redeployee:

- To take an active part in the process including actively looking for jobs
- To discuss with their manager and /or HR any restrictions to their working time or other relevant factors for employment so that suitable vacancies, with adjustments if necessary, are identified
- To proactively look at positions out to advert to ascertain suitability, this information can be accessed on [JobsGoPublic](#)
- To positively consider posts highlighted as possible alternatives including temporary or secondment opportunities, which may add further to the skills and experiences as well as extend the time for exploring for further permanent opportunities
- Given the nature of the service the school delivers, employees should bear in mind that the more flexible one is in terms of hours and type of work then the more opportunities that are likely to be identified
- Be aware that if an offer of suitable alternative employment is unreasonably declined, then their employment may end with no entitlement to a redundancy payment or other financial benefits

Please complete the short application form, attached to this policy, should you wish to be considered for any vacancies.

5.0 The Redeployment Interview

This is not just a standard job interview and Managers should be particularly sensitive to the redeployee's situation and concerns.

Managers should prepare in the normal way, drafting questions which will enable an assessment to be made of the extent the redeployee meets the criteria of the role profile.

Managers must bear in mind that it is more of a two-way exercise than a standard recruitment interview.

Recruiting managers will make selection decisions using the school's recruitment and selection process to match skills and experience of the redeployee against the role profile and competencies, where relevant.

Priority will usually be given to any redeployee who satisfies the recruiting manager that they will achieve the standard of work required within a time period of 4-8 weeks. Where there are skills gaps, managers, in making their decision, will consider reasonable and appropriate training that can be offered to meet the gaps.

In considering suitable alternative posts the decision is not whether the post is suitable for that sort of employee but whether it is suitable for that particular employee.

References and DBS checks, if appropriate, will be completed in the normal manner.

6.0 Testing for support staff

Selection testing will be used, if appropriate, to the post and grade, as follows:

- Posts grade SO2 and below – an interview only – no tests
- Posts graded PO1 to PO7 – interview and written exercise/and/or presentation
- Posts graded PO8 and PO9 – competency-based interview
- For senior management and professional posts graded PO10 and above, a competency-based interview

7.0 Trial Period

The redeployee will have a trial period of 8 weeks in which to undertake initial induction and training to become accustomed to the new role and demonstrate their suitability for the post. A trial period will be 8 weeks unless there are exceptional circumstances warranting a longer trial period of up to 12 weeks such as disability related issues. Any request for an extension will be considered on an equalities basis.

Managers must monitor the performance of redeployees during the trial period and conduct weekly review meetings to discuss progress. Should a redeployee's performance fall short of what is required in any respect, the manager must make this clear at a review meeting and agree a plan of action with the redeployee, which can include additional training or on-the-job coaching.

When a redeployee successfully completes their trial period, the manager should confirm this with the redeployee. If at any point either the manager or the employee considers that the alternative role is not suitable, the case will be reviewed by the Head of School and reviewed by the CEO. The CEO will be authorised to dismiss in consultation with HR, within the 8-week trial period. The employee will remain in the role until a formal view is taken by the Head of School in liaison with HR. In such cases the redeployee will be considered to have been made redundant unless another suitable post is identified before the end of their notice period.

Once the redeployee works beyond the trial period, they will have no entitlement to a redundancy payment, because their continuation in the role is deemed to have accepted the new employment.

Managers are reminded of the need to consider reasonable adjustments in considering alternative employment for disabled workers. This may include equipment, working time, patterns etc.

For disabled workers, external funding from Access to Work may be available to make reasonable adjustments to enable the individual to undertake the role. Any delay in making application for such funding is not a consideration in making job offers.

8.0 Pay Protection

Redeployees who are under notice of redundancy and are appointed to a new post will receive pay protection for a period of 6 months from the date the notice would have ended if the new post is at a lower grade. For teachers this period is 3 years. To qualify for protection employees must have applied for posts within the ring fence or other vacant posts within the school (if appropriate) at, or nearest to, their existing substantive grade unless otherwise agreed at the outset by the CEO.

9.0 Offer of Temporary Positions as Suitable Alternative Employment.

Temporary positions may be suitable alternative employment in some circumstances. This could include where the employee would prefer temporary employment to redundancy dismissal, or where the substantive post that the employee is being redeployed from is a temporary one. The employee would usually become a redeployee again during any notice of termination of employment in respect of the temporary position.

Employees in this position will receive a redundancy payment if they have 2 years' service and their contract is not renewed by reason of redundancy (unless they unreasonably refuse suitable alternative employment).

Prior to accepting a temporary contract, the redeployee should seek guidance from their Trade Union as to the likelihood of the temporary contract coming to an end by reason of redundancy.

Redeployee Application Form/Supporting Statement

Please complete this form to submit your expression of interest for redeployment to this position.

PLEASE NOTE: you can only apply as a redeployee to positions that are one grade above or below your current substantive grade.

Personal Details	
Title	
Last Name	
First Name(s)	
Work Phone Number	
Work Email Address	
Home Address	
Postcode	
Home Phone Number	
Personal Email Address	
Current Position Details	
Current School	
Current Position	
Current Grade	
Supporting Statement - please provide a supporting statement below addressing each point on the Job Role Profile for the position you are interested in.	

