

WEST TYNE CONSULTATION
HR Frequently asked questions

Question	Answer
What support and assistance is available to assist employees during the reorganisation	Support will be provided throughout the process your school's senior management team and governing body, your HR provider and your trade union. Employees identified as being at risk of redundancy will be allocated a Contact Officer. In addition to this there are various sources of support that you may access (see Employee Wellbeing Guidance attached. If there is the demand the council's HR team will schedule confident Interview skills training.
I currently have a TLR and wish to be considered for a post that does not have a TLR	Staff who have a TLR are in receipt of this for specific duties and this is a contractual entitlement. If staff wish to be considered for a post which does not have a TLR then pay protection is likely to be apply. Each individual case will be considered on its merits and therefore those who wish to consider this should speak to their Head Teacher and/or seek advice from HR.
What is the timeline for the slotting in/application/appointment process?	The first stage is applying for new /slotting into existing posts within your own school staffing structure. If you are not slotted into a post because either your post is not included in the new staffing structure or there are fewer posts than there are current post holders an internal redundancy selection process will take place. If employees are not allocated a post within their own school then their preferences for posts in other schools included in the reorganisation will then be considered. This will be in accordance with a staffing protocol agreed as part of the reorganisation consultation.
How will the slotting in process work?	Each Head Teacher will complete their own slotting in process with support from an HR Adviser. Slotting in is when the role is identical or the closest match to the individual's current role (including grade/band etc)

Will slotting in be based on performance ie. if there is considered to be a better teacher at another school would they be slotted in?	No. The slotting in process only applies to existing employees and posts within their school's staffing structure.
I am employed in a school that is part of a hard federation. If the school I am contracted to work in closes would I be included in the ring fence for posts in the other school in the federation?	This would need to be considered on a case by case basis depending on the employee's contract and working pattern. For instance some contracts of employment include a mobility clause. If you wish to receive individual advice regarding your own particular circumstances your headteacher will seek guidance from their HR provider,
What preferences can I be considered for?	Employees can be considered posts beyond their own school under the terms of the staffing protocol. This is only when the slotting in process has been concluded if the employee meets the essential requirement for the role.
Can I be considered for any posts on a ring fenced basis?	Some posts will be ring fenced to current employees dependent upon whether a selection process is required (ie. too many individuals for too few posts). It is not usual to ring fence any other posts beyond your own school.
What posts will be considered as suitable alternative employment for me?	Posts will be considered as suitable alternative employment for all employees in line with the alternative employment policy of the appointing school. This would usually be a post at the same band/grade or one below (with pay protection) but each case will need to be considered on its merits.
What will be the arrangements for interviews?	Where interviews are required, it is usually proposed that there are a minimum amount of interviews for each individual and for each role. This may mean that there are several headteachers from various schools making up the panel to minimise the number of interviews for each individual employees.
I am a UPS3 teacher. If I am appointed to a main scale post will I be entitled to salary safeguarding and if so for how long.	Under the current School Teachers Pay and Conditions Document safeguarding would apply for 3 years in cases where a salary determination had been made by your own school. In relation to posts in other schools general safeguarding also would apply to a teacher who loses a post as a result of either the closure or the reorganisation of a school and who then takes up a new post in another school and is employed by the same authority or at a school maintained by the same

	authority. Note that these salary safeguarding arrangements do not apply to academies.
If there is not a job for me will I be entitled to a redundancy payment?	If you have been employed by your current employer for a minimum of 2 years you will be entitled to a redundancy payment.
How will my redundancy payment be calculated?	Your redundancy payment will be calculated in accordance with the provisions set out in your own school's redundancy policy. All payments are calculated taking into account your weekly pay at the effective date of your proposed redundancy and your continuous local government service.
I am on a variable hours contract. What hours will my redundancy payment be calculated on?	Your redundancy payment will be calculated on your weekly pay ie. your current hours at the time you are made redundant.
If I volunteer for redundancy is the payment I would receive different?	No your redundancy payment will be calculated in exactly the same way regardless of whether it is in relation to a voluntary or compulsory redundancy.