

Redeployment of Employees - Schools

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Purpose

- 1.0 This policy and guidelines outline the steps that will be taken when it is desired or necessary to redeploy a member of School staff in a RBWM school.
- 1.1 While the Council will make every effort to support redeployment, the decision to shortlist or appoint a redeployee rests with the receiving school's governing body. The Local Authority can only ask schools to consider a nominated redeployee—it cannot require them to appoint.
- 1.2 Where redeployees meet the minimum criteria, they will be given priority consideration for Council (non-school) vacancies ahead of external applicants. Schools will also be notified of redeployment opportunities through the RBWM jobs site.
- 1.3 Support will be provided to employees who are faced with the redeployment process by RBWM Human Resources (HR) and the school in which the redeployee is currently employed.
- 1.4 The guidelines will be exercised to provide a fair, consistent and supportive process where redeployment is necessary.

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Scope

2. Circumstances leading to redeployment

- 2.1 It is not possible to list all the circumstances that trigger redeployment, but they may include:
- Organisational change including staff at risk of redundancy.
 - Medical reasons: this will necessarily involve advice from Occupational Health.
 - Disciplinary outcomes.
 - The interests of the School.
 - Personal circumstances.
 - Changes to job roles.
 - An agreement between Manager and employee.

3. Responsibilities within the Guidelines

- 3.1 Every attempt will be made by governors, the Headteacher and RBWM to accommodate the redeployment of employees within the provision of these guidelines.
- 3.2 Of equal importance is the responsibility of the employee who must take an active and positive role in the pursuit of their own redeployment process.

4. Trade Union Consultation

- 4.1 It may be, where applicable, to involve the individual employees trade union representative and redeployees are advised to contact their trade union/professional association. In the case of multiple redeployments, consultation will be necessary, in more general terms, with one or more Trade Unions within an appropriate time scale.
- 4.2 In all cases a Human Resources representative should be involved at the earliest possible stage.
- 4.3 The Trade Union representatives, where applicable, should be consulted at the earliest appropriate time. Account will need to be taken of any approval process, discussions with individual employees and/or any announcement regarding organisational change.

5. Personal discussion

- 5.1 Every employee who is subject to the redeployment process will have the opportunity should they so wish, to complete a skills profile (available electronically for the employee to complete) and to attend, again should they so wish, a discussion with the

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Headteacher to ensure that all their details are collected and their views and preferences are considered.

5.2 Any discussion can be attended by:

- The staff member and the Human Resources Representative.
- Dependant on the circumstances, a Trade Union representative or work colleague (if requested) and the employee's current line manager.

5.3 The discussion can cover the following areas and the checklist/skills' profile will be used to note these details:

- Name/Address/Telephone Number(s)/e-mail address.
- Present grade, salary and hours.
- Date of commencement in current post.
- Date of continuous service.
- Car Driver/car available for work?
- Hours the employee currently works and is able to work.
- Type of work the employee has been doing and would be able to do.
- Geographic location employee/HR feels would be appropriate for redeployment.
- Options for redeployment (which should include a summary of the type of post(s) that would be preferred by the individual, together with any specific area(s) which are considered unsuitable and the reasons for this).
- Qualifications/Skills/Knowledge/Training and Development.
- Willingness to train/retrain and the type of development considered suitable.
- Agreed time frame within which redeployment will be pursued (normally a maximum of three months). This will be dependent on the situation, school requirements, notice period where applicable and budgetary constraints.

6. Organisational Change Situations

6.1 There will be situations where there is organisational change planned when employees are, or may be, at risk of redundancy, that will require a group, or number of staff, to be considered for redeployment. It is essential that all employees involved, including any employees affected by the change, are consulted at the earliest possible time, irrespective of whether they are Trade Union members or not.

6.2 Governors and /or the Headteachers leading the change process will arrange a meeting with all these employees and invite appropriate Trade Union representatives. A Human Resources representative will attend this meeting. This will be part of the restructuring process.

6.3 The purpose of the meeting will be to:

- Introduce the Governor (s)and/ or The Headteacher and the Human Resources representative.
- Inform employees of the proposals and process which may, or will, give rise to the need for them to be redeployed.

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- Discuss the issues and, in conjunction with the Human Resources representative, give clear guidance on the possible implications of this action.
- Explain the principles of the redeployment process and the practical help available to support the employees affected.
- Inform employees of the likely timeframe of events and information that will be made available.
- Explain what the sequence of events will be and what will happen next.
- Answer any questions employees may have relating to the principles, practical implications and/or outcomes of redeployment.

6.4 The Human Resources representative will be available at the meeting and subsequently to:

- Explain in greater detail the process.
- Provide copies of the Policy and Guidelines.
- Discuss collective or individual situations and clarify the support available.
- Arrange individual discussions as required.

7. Ring-fencing for Employees affected by Organisational Change

7.1 Ring-fencing is the term used to describe those vacancies that are initially restricted to redeployment employees only. Please see Question 2 of Appendix 1 (“Questions and Answers for Staff”).

7.2 Ring-fenced vacancies will include:

- Any post designated a ‘new post’ for which there may be suitable candidates.
- Any vacancies arising during the organisational change process for which there may be suitable candidates.

7.3 Employees who have been identified as candidates for redeployment will be informed of any vacancies available which are commensurate with their qualifications, skills, knowledge and current grading (subject to the protection arrangements in Section 11). This action will be co-ordinated by Human Resources.

7.4 Employees will be required to provide personal and job-related details to allow assessment to be made of their suitability for the post.

7.5 Following a selection interview, where the employee meets the minimum requirements of the Job Description, appointment should normally proceed, subject to the provisions of the Redeployment Guidelines.

7.6 In other cases Headteacher discretion should be exercised taking account of any training or re-training that would allow the skills or qualification requirements of the post to be met.

7.7 All appointees in this category will be informed by the Human Resources representative of the enactment and implications of the 28-day trial period (see paragraph 10.3).

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8. Redeployment for:

- Employees as a result of Disciplinary Action or Appeal.
- Employees who need a move to a different post due to a medical condition.
- Employees for whom a move has been agreed to be in the interests of the Service.
- Employee's whose job role has changed.
- Employees who have agreed with their Headteacher that due to capability issues redeployment should be pursued.

8.1 When considering one of the above categories it is the Headteachers responsibility, in partnership with the Human Resources representative, to affect the process detailed in 8.2 below.

8.2 The process will be as follows:

- The Headteacher, Human Resources representative and the employee (accompanied by their Trade Union Representative or work colleague if they wish) will meet and discuss likely opportunities for redeployment. This may include temporary, transitional or supernumerary arrangements as well as time-limited secondments in certain cases.
- The Human Resources representative in conjunction with the Headteacher, will identify any vacancies, which may be considered suitable for the redeployment candidate.
- Where a post is identified by the employee or by Human Resources where the post is not within a school, Human Resources will contact the recruiting manager requesting they consider the application if the essential minimum criteria as per the Job Description are met, prior to making an external appointment. Where the identified post is in a school, the Headteacher of that school will be contacted in line with the commitment identified in Section 1.
- Where these requirements are met it will be the normal process for the employee to be appointed and for the ongoing selection process to be cancelled.
- If redeployment has not been enabled within a reasonable time period (see Section 5) employment will be ended according to the appropriate Human Resources policy.

9. Redeployment for:

- An employee for whom it has been agreed that redeployment is necessary due to their personal circumstances.
- An employee where there is agreement between the Headteacher and employee that redeployment is the best way forward under the prevailing circumstances.

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- 9.1 In these cases, it will be normal practice for the Headteacher involved to identify any opportunities within his/her area of responsibility. There may be opportunities to agree a service approach, but this will largely depend on the nature of the work and the individual concerned.
- 9.2 Any agreement will be established on an individual basis.
- 9.3 The Headteacher will liaise with Human Resources so that details in respect of any vacancies can be discussed for the duration of the agreed period.
- 9.4 These arrangements will be specific to and contained within the service involved and will not activate the wider redeployment process.
- 9.5 Human Resources advice is available on request by either the Manager or the individual employee.

10. General Guidance

- 10.1 Reference should always be made to other appropriate council employment policies, in particular the Redundancy Policy.
- 10.2 Informal Visits/Time Off for Interviews
 - 10.2.1 An employee who is subject to, or is seeking, redeployment will be encouraged to arrange informal visits to potential job sites. For this purpose and any meetings and/or interviews related to the redeployment process, reasonable paid time off will be allowed from their current post.
- 10.3 Written Confirmation
 - 10.3.1 Any agreed redeployment will be formalised in writing and the documentation completed by Human Resources in liaison with the originating Manager and the Manager of the “receiving” post. A letter confirming the redeployment will be sent at the beginning of the trial period, i.e., at the commencement of the redeployment; written confirmation of the permanent contract will be finalised following satisfactory completion of the 28-day trial period.
- 10.4 28-Day Trial Period
 - 10.4.1 Any employee who is redeployed within these guidelines will be subject to a 28-day trial period (see paragraph 7.7). This period allows both parties to assess the suitability of the arrangements e.g., ability to meet terms of the job description, identification of training requirements and location but does not allow

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for arrangements to be negated on the grounds of personal preferences alone (See also paragraph 10.4 below).

10.4.2 Written confirmation of the permanent contract will be finalised following the completion of the 28-day trial period.

10.5 Release from current post

10.5.1 When an employee is successful in gaining a new appointment within the redeployment process, a mutually convenient release date will be agreed between the Headteachers/ Managers concerned i.e., the current Headteacher/Manager and the receiving Headteacher/ Manager. The employee will then be informed of their leaving/starting date.

10.5.2 The guiding principle should be to facilitate the employee moving to the new post at the earliest convenient time.

10.6 Refusal to be redeployed

10.6.1 If an employee, who is subject to organisational change, unreasonably refuses to move to suitable alternative work, albeit that the offer is subject to a 28-day trial period, entitlement to redundancy is likely to be lost.

10.6.2 In this case Human Resources will advise on the action necessary to legally terminate the employee's contract of employment, without compensation.

10.7 Employees under Notice prior to Redundancy

10.7.1 A specific suitable vacancy may arise during the period of notice (due to Redundancy) already given to an employee in the redeployment process.

10.7.2 In this case the employee's Headteacher in consultation with an HR representative can decide to extend the notice period in order that the employee can apply for the vacancy or be considered under ring-fencing arrangements. Notice extension can only be available on one occasion and must be approved by the Headteacher, in consultation with the Governing body.

11. Salary protection for organisational change cases

11.1 Salary protection will only apply to permanent contract redeployment cases arising from organisational change, will be in line with prevailing provisions and will be on a strictly individual basis.

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- 11.2 Any protection of salary will be authorised by the relevant Headteacher, (with approval from Governors) and in consultation with the HR representative.
- 11.3 The maximum protection available will be the payment of the difference of one grade, or equivalent.
- 11.4 The calculation of the protection will be as follows:
- If the new post is the next lower grade to the current post, then the current salary will continue for the agreed protection period.
 - If the grading of the new post is less than the next lower grade then the protected salary will be the maximum of the next grade above the grading of the new post, for the agreed protection period.
 - At the end of the protection period, the employee will immediately move to the maximum point of the new grade.
 - During the protection period, any increase in salary resulting from national pay awards will be paid on the subsisting salary, but no annual increments will be paid during the protection period.
- 11.5 When an employee is permanently redeployed to a vacant post on the same grade as the existing post, the above conditions will not apply, and normal salary progression will continue.

12. Subsequent appointments

- 12.1 When an employee is redeployed with salary protection and then, at a later date is successful in obtaining a post on the same or higher grade as the original post (i.e., the post from which the member of staff was originally redeployed), then salary protection will cease, and normal salary progression will resume from the date of appointment to the new post.

13. Interface with Pension Benefits

- 13.1 If an employee is redeployed to a lower paid job this can affect their pension rights.
- 13.2 In order to protect their pension entitlement, employees who are affected by lower grade redeployment should contact:
- i) Teachers' Pensions - www.teacherspensions.co.uk
 - ii) Local Government Pension Scheme Administrators - www.berkshirepensions.org.uk

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14. Role of Human Resources

- 14.1 Employees in a redeployment situation should be provided with the name(s) and telephone number(s) of contacts in Human Resources.
- 14.2 If an employee applies for a post within the Borough, but not in their own service, they should inform the person identified above of this action.
- 14.3 Human Resources will agree with the employee any areas of assistance that can be offered. These could include information on how to produce a curriculum vitae/ information on interview Skills and information on available counselling.

Roles and Responsibilities

- Human Resources (HR) is responsible for ensuring that this policy is kept up to date with all the latest legislation.
- Employees are responsible for reading and understanding all aspects of the policy this includes line managers.

Principles

RBWM reserves the right to revise this policy or any of its components. Employees should review these terms periodically for any updates or changes.

Affiliated Document (The document can be accessed on the RBWM intranet.)

Document History

Version	Date	Contributor	Approver
V2.3.0	May 2026	HR Business Partners	Snr HR BP

Appendix (optional)

Appendix 1

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Redeployment Guidelines

Questions and Answers for Employees

1. ***If I am in an organisational change situation and there isn't a job for me, is redundancy inevitable?***

No, the aim of the Redeployment Guidelines is specifically to assist employees to remain in permanent employment if at all possible. Redeployment is however aimed at filling vacant jobs with people whose skills are commensurate with the job role. In some cases, a temporary post could be considered but this would be addressed on a case-by-case basis. Please see Question 9 of this Appendix.

2. ***What is ring-fencing?***

In organisational change situations, ring-fencing gives employees facing redeployment priority in being considered for vacancies including any new posts.

However, like any candidate for a job you must convince the interviewing panel that you are the right person and possess the skills, knowledge and experience for the post.

3. ***If I am considered for redeployment, will I be guaranteed a job?***

No, you will need to demonstrate that you are suitable for a particular post and that you are capable of performing the duties to the required standard. There will never be a situation when interviewers and/or you will simply be, "going through the motions". The Redeployment Policy does, however, try to ensure that applications receive thorough and sympathetic consideration.

4. ***If I am redeployed, how will my appointment be arranged?***

Your current Manager and your new Manager, in discussion with Human Resources will agree a date for you to start the new job. If necessary, a temporary appointment will be used to cover either your old job, if you move early or your new post until you can be released. In every case of redeployment, a 28-day trial period is obligatory (see Question 6 below)

5. ***What if I am subject to organisational change and I turn down an offer of redeployment?***

If the offer of the post is believed to be suitable alternative work and in accordance with the Redeployment Policy, then unless you can clearly establish its unsuitability you can lose any rights

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to a redundancy payment. This is because there is a job for you and therefore the redundancy is negated. Therefore, if you do not take up the job you will effectively terminate your employment.

6. ***What is the 28-day trial period?***

Every employee who is redeployed in accordance with the Redeployment Policy will be subject to a 28-day trial period. There will be no exceptions to this provision.

The Trial Period allows the Headteacher/Manager and the employee to assess whether the post is suitable alternative work. If within this period you and your Headteacher/ manager feel there is a mismatch, then you will again be considered for redeployment or in some cases proceed to redundancy where there is no alternative.

The Trial Period provision does not allow for an employee to turn a post down purely on personal likes or dislikes and must therefore be based on a work-related assessment.

7. ***What happens if I am offered and accept a job at a lower grade?***

If this is because of organisational change, you will receive protection for a specified period not exceeding one year. In all other cases, the salary for the new post becomes effective on appointment.

8. ***What happens if I accept a job at a higher salary?***

In this case, protection is not an issue, and the appointment will be treated as a promotion.

9. ***Will temporary posts be used for redeployment?***

Not as a redeployment post, but you may be asked for a short period to perform duties of a temporary nature. Only a permanent post, if you are leaving a permanent post, can be regarded as suitable for redeployment.

10. ***If there are medical or personal reasons why I would like to be redeployed, what should I do?***

You can either raise the matter with your manager, who is probably aware of the situation anyway, or alternatively you can talk to Human Resources. There may have already been discussions between you and your manager about your concerns, but if not, you should alert your manager at the earliest possible opportunity.

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Human Resources will need to discuss your case with your manager and will try to facilitate a mutually acceptable solution. This will certainly involve discussions with you and most likely a referral to the Occupational Health Service if there are medical issues.

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Appendix 2- Redeployment Guidelines – Flow Chart for Appointments.

