

Introduction

This Policy is designed to outline the principles and practices which will apply in situations when there are significant changes to existing school management structures. In this context 'school' may apply to other educational establishments.

I. Criteria for Matching to Structure

Following confirmation of a staffing plan a process of matching may be required in respect of the management structures of the school.

Each post in the management structure will be compared with posts from the previous structure to determine the extent to which there is a match between the duties.

There are likely to be three categories which apply to the matching process:

(a) The duties equate in all essentials with a post in the old structure.

- More or equal post numbers than people
Providing the number of such posts in the new structure is not less than the number of employees holding the equivalent posts in the old structure, the posts will be filled by directly matching staff.
- Fewer posts than people
In circumstances when there are fewer equivalent posts in the new structure, a selection process, consistent with established practice within Education & Children's Services, will be conducted to identify the member of staff who will be matched.

In the first instance this process will be completed at school level.

(b) The duties do not equate in all essentials with a post in the old structure, but are broadly similar.

In these circumstances Management will seek to agree with the Professional Association a matching pool which groups staff holding posts in the old structure which are broadly similar to posts in the new structure.

- More or equal post numbers than people
The posts will be filled by directly matching.
- Fewer posts than people
A selection process will be conducted to determine who will be matched.

(c) The duties contain significant additional elements which mean that the post is not broadly similar to any post in the old structure.

Such posts will be filled after advertisement in accordance with the normal procedures for filling vacancies.

2. Displaced Staff

Where a member of staff is not offered a match or is unsuccessful within a matching pool or there is no post in the school deemed to be suitable, then all attempts will be made to find him/her a post equal to his/her present duties and grading. Suitable vacancies shall be ring-fenced in the first instance to staff displaced in the context of this policy.

Such staff will be deemed to be liable for transfer in accordance with the policy concerning teacher transfer (LNCT/6).

Where no suitable vacancy exists to which a transfer may be made the member of staff shall remain in his/her school and shall be provided with a remit commensurate with his/her existing post in accordance with LNCT/11. In these circumstances the member of staff shall remain liable for transfer in the event of a suitable vacancy arising in the future, in accordance with the provisions of LNCT/6 Transfer Policy.

3. Right of Appeal

Where a teacher believes the process has been applied inappropriately, he/she should discuss this with his/her Headteacher in the first instance. The teacher can consult with his/her professional association and will have the right to pursue this matter on the basis of the Grievance Procedure.

4. Conservation

At all times staff affected by the application of this policy who move post or school will be covered by the relevant Local or National Agreement in respect of conservation of salary.

Teachers who are on conserved salaries through previous change initiatives will not necessarily be candidates for posts arising in any new structure except where they meet the criteria for the post.

Staff who receive conservation arising from the implementation of the national agreement A Teaching Profession for the 21st Century in 2001 shall continue to be conserved.

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