

**ABERDEEN CITY COUNCIL
EDUCATION, CULTURE AND SPORT**

Circular Ref: PP/ASC/003/10

Date: 1 February 2010

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PRIORITY:
Action:
Respond By:
Information:
Policy: ✓
Procedure: ✓
Replaces Circular:
Admin. Handbook Ref:

SUBJECT: PROTOCOL ON THE MANAGEMENT OF EXCESS TEACHING STAFF

Please find attached The Protocol on the Management of Excess Teaching Staff, which was approved by the Education, Culture and Sport Committee on 24 November 2009.

If you have any queries regarding the application of the Protocol, please do not hesitate to contact Kirsten Foley, Principal HR Adviser on kfoley@aberdeencity.gov.uk or Tel. 523894.

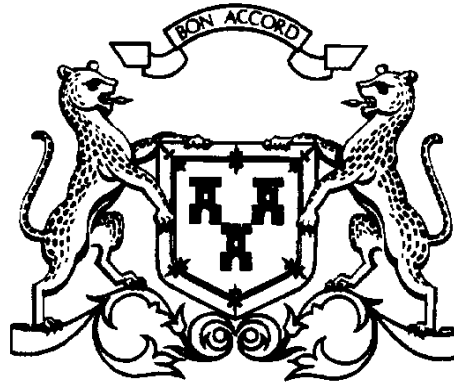


DAVID LENG

Head of Service for Schools and Education Services

Circulation: ALL SCHOOLS

ANNETTE BRUTON
DIRECTOR



ABERDEEN CITY COUNCIL

PROTOCOL ON THE MANAGEMENT OF EXCESS TEACHING STAFF

November 2009

**ANNETTE BRUTON
DIRECTOR**

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Appendix 1 Excess Teaching Staff Flowchart

Section 1: Introduction

This document outlines the process to be followed in cases where teaching staff are identified as excess. This document applies to all teaching staff employed by Aberdeen City Council.

Section 2: References

This protocol should be read in conjunction with the following procedures:

- Policy on Compulsory Transfer for Teaching Staff
- Job Matching in Schools Procedure
- Policy on Early Retirement of Teaching Staff
- Redeployment Policy and Procedure
- Redundancy Policy and Procedure

Section 3: Circumstances Which May Result in Excess Staff

The following situations may result in teaching staff being declared excess:

- Changes in formula allocation to schools, e.g. arising from changes in the school roll or the element of the formula allocated to schools
- As a result of a job matching process being undertaken in line with the Job Matching in Schools Procedure. This may be due to school rationalisation or school restructuring

Section 4: Identifying the Excess Member of Staff

Where a school has an excess staffing situation, the Compulsory Transfer Procedure of Teaching Staff will be applied to the relevant group of staff to identify the individual who is excess.

Section 5: Options for Excess Staff

The following options will be considered in all cases of excess teaching staff:

- Transfer into a post in another school in line with the Compulsory Transfer of Teaching Staff Policy
- Early Retirement in line with the Early Retirement for Teaching Staff Policy
- Early Retirement of another teacher in the same subject area/sector to allow for a transfer to take place. *(a list of those individuals who may be interested in pursuing early retirement will be held to facilitate this option)*
- Retraining for another subject area/sector in line with the GTCS Framework for Professional Recognition
- Redeployment into another post in the Council, on the terms and conditions of employment applicable to the post.

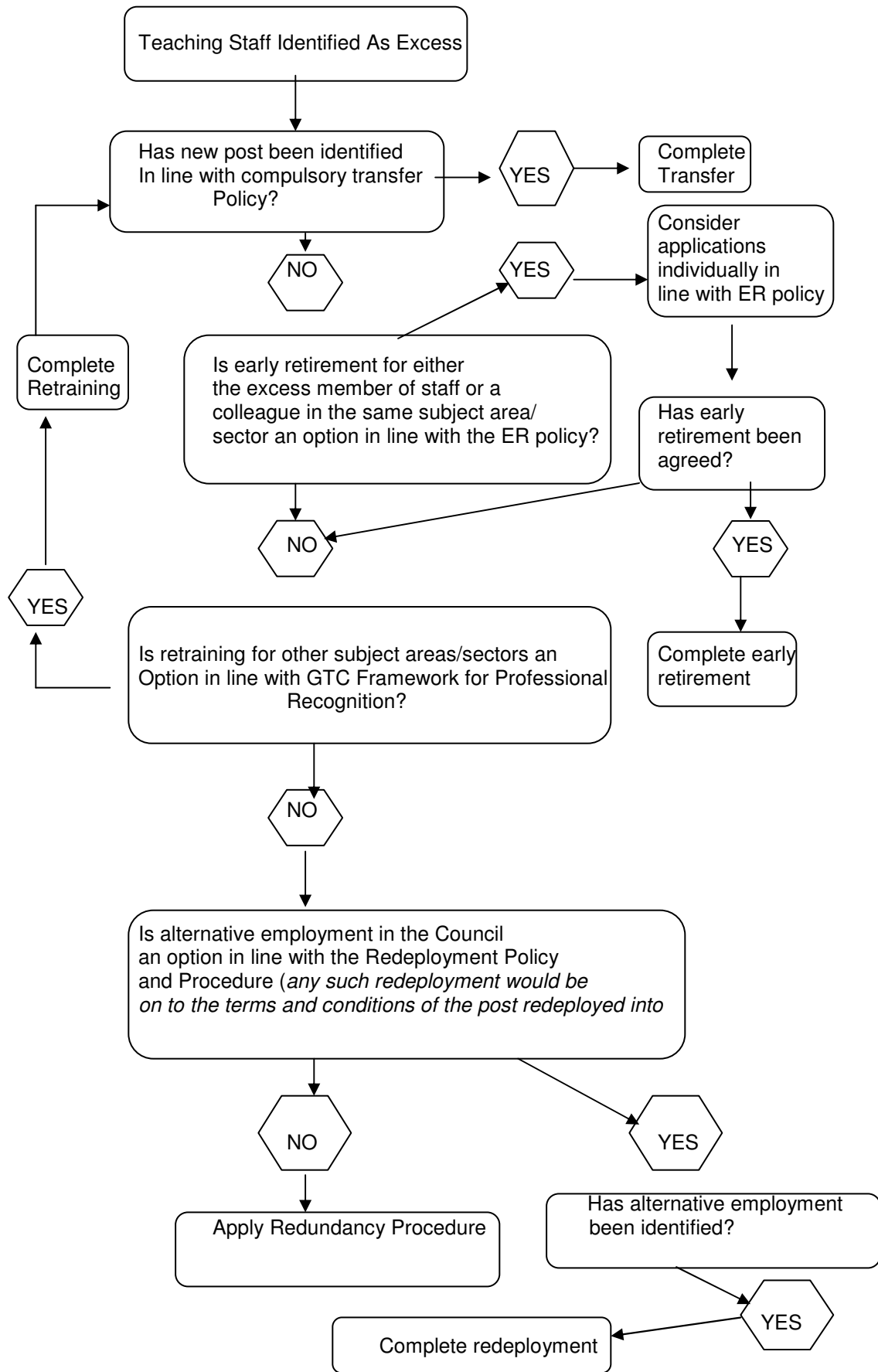
Where none of the above options is possible, a redundancy situation will arise.

Section 6: Compulsory Redundancy

The measures set out in section 5 are alternative courses of action other than redundancy. Where none of these options is possible the excess member of staff will be at risk of redundancy and as such the Council's managing redundancy policy will apply.

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Protocol for Excess Teaching Staff Flowchart



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