

Agreed procedures for the compulsory transfer of surplus main grade teaching posts in schools

1. Introduction

Main grade teachers are contractually appointed to the service of the Glasgow City Council with a letter of appointment to a named school. All teachers have a contractual liability to transfer from one school/centre to another due to the exigencies of the Service. Outwith the annual staffing exercise, permanent teachers will only be asked to move in exceptional circumstances and for a temporary period..

This agreement provides the framework for the compulsory transfer of permanent teachers from a named school.

The transfer of promoted staff is covered by LNCT Circular 19.

Where the requirement for a compulsory transfer has been identified, a number of factors will be considered, including the Service Plans of the Directorate, the curricular and educational requirements of the school involved, and the predicted pupil roll for the following session.

Main grade teachers were previously covered by the “Agreed Procedures for the Compulsory Transfer of Surplus Unpromoted Teachers in Primary Schools” and the “Agreed Procedures for the Compulsory Transfer of Surplus Unpromoted Teachers in Secondary Schools”.

These revised procedures incorporate and overtake previous procedures and will apply to all schools/centres in Glasgow City Council from 1st January 2021. These procedures will apply equally, as appropriate, to teachers employed in Primary, Secondary and Additional Support for Learning schools, city wide services and including the specialist provision within mainstream schools.

For the purposes of this agreement, continuous service with Glasgow City Council is according to the SNCT Handbook, Part 2 Section 6. Continuity of service is deemed to be broken where a break in employment exceeds two weeks.

2. Types of Transfer

Every effort is made to minimise problems which arise when a teacher is identified as being surplus to their present school. In the first instance, a volunteer will be sought. Where this cannot be achieved within the relevant timescale and in line with the exigencies of the Service, a teacher will be identified for compulsory transfer.

Voluntary Transfer from a School with Identified Surplus Staff

Where it has been established within a school that there is a requirement to reduce staffing levels, teachers have the opportunity to put themselves forward to be nominated for transfer. If a suitable volunteer is identified and this request does not adversely affect the future educational requirements of the school, the request will be accepted. In line with staffing procedure, the volunteer will be treated in the same way as all other compulsorily transferred surplus teaching staff. If there is more than one volunteer, the teacher with the most continuous service with Glasgow City Council and, where appropriate, the former Strathclyde Regional Council will be transferred. Once the voluntary request for transfer has been accepted by the Headteacher and the surplus teacher identified to the human resources team, the surplus teacher can no longer opt out of the transfer procedure regardless of the voluntary status.

Compulsory Transfer

Where a school has more main grade teachers Glasgow City Council's staffing standard allows, and no volunteer(s) for transfer can be found to reduce the staff to the approved entitlement, a teacher(s) will be identified as surplus and compulsorily transferred in accordance with the following agreed procedures.

Where there is requirement for temporary cover for the following session, e.g., Career Break, Maternity Leave, and it is clear that cover will be required for the whole session, the compulsory transfer situation can be deferred, and the teacher remain in post.

Where the school has available additional funding for the whole session, again, a surplus situation should be avoided where possible.

These procedures cover the following details:

- the process for identification of the individual teacher(s) to be transferred compulsorily
- detail with regard to further future transfer
- any assistance with travel expenses which may be due, and the opportunity where possible to return to the original school/centre.
- Where a teacher has completed two years in the permanent supply pool, they will be invited to the annual staffing exercise but are not deemed to be surplus.
- Teachers who have completed 2 years permanent supply will be placed after teachers who have been made surplus and subsequently according to the length of service.

Welfare Transfer

A teacher may be transferred to another school/centre where it is deemed beneficial on the grounds of health and wellbeing by the Headteacher, HR manager for Education, and the individual teacher concerned. Any such agreed transfer must meet the needs of the individual teacher and the needs of the Service.

In such instances any transfer must be identified to the HR team before the surplus meeting in March. Where a teacher is identified for transfer on welfare grounds, they will not be afforded the same benefits as compulsorily transferred or volunteer staff i.e. they will not have access to the list of available vacancies as part of the annual staffing exercise nor will they be given the benefit of excess travel expenses.

Teachers transferred under these welfare provisions will have a suitable alternative school agreed for them by the senior HR staff, in line with the requirements under which the transfer became manifest e.g. provisions under the Equalities Act 2010.

Such transfers will be agreed prior to the surplus staffing meeting as detailed above and with agreement of the relevant trade union and professional association. Welfare transfers agreed after the surplus staffing meeting will not commence the process of the identification of an alternative school/centre until all appropriate surplus staff for that academic session have been placed e.g., all relevant Primary qualified teachers or relevant Secondary subject specialist teachers.

Where the requirement for a welfare transfer occurs after April when the majority of posts may be filled, the teacher may require to be placed temporarily until the following session. Any teacher awaiting a welfare transfer should be given priority over externally or internally recruited candidates when a suitable vacancy arises.

Voluntary Transfer

A teacher who requests a voluntary transfer when the school/centre is not in a surplus situation will be afforded this opportunity on an annual basis as part of the staffing exercise.

Staff wishing to be considered for voluntary transfer should contact Human Resources and advise their Headteacher by the end of January so that they can be included in the annual staffing exercise in February. Staff making contact after that date will not be included in that academic year's staffing exercise.

Once a teacher has confirmed their interest in voluntary transfer they will be invited to attend the annual staffing exercise with those teachers who have been declared surplus or have accrued employment rights.

Teachers attending the staffing exercise to attain a voluntary transfer will be placed on the list according to service after those teachers who are surplus or have accrued employment rights and are already covered by LNCT 21.

To be eligible for a voluntary transfer, a classroom teacher must have accrued five years continuous service at the time of transfer within the school where they currently work and not be subject to any formal policy as follows:

LNCT 11 – any stage

LNCT 12 – any stage

A teacher expressing an interest in voluntary transfer may withdraw from the exercise at any stage up to three days prior to the scheduled annual staffing meeting. Where a teacher has declared an interest in voluntary transfer and attended the annual staffing meeting, the post that they are vacating will be available for other colleagues to select, therefore, it will not be possible to withdraw from the exercise at this stage.

Normally any voluntary transfer will be effective from the beginning of the next session and the teacher will remain in their current post until the end of the current session.

Permanent main grade teachers in an “Acting” position

Where a teacher is in an acting position i.e., temporarily promoted from main grade permanent teacher, they will still be considered as part of the annual staffing exercise where a surplus situation has been identified.

If the surplus situation is within the “acting up” teachers permanent department, and they are the teacher with the least service, then they will be surplus teacher and require to participate in the annual staffing exercise.

The surplus teacher will require to select a substantive post; however it may be the case that the current acting position will continue until the end of the current session, or into the next session depending on the reason for acting up.

Main grade teachers who are in an acting position are covered by this policy and not the surplus policy for promoted teaching staff (LNCT Circular 19).

3. Procedures

Identifying surplus teachers

The HR team will identify, by the end of February, schools/ centres in which a reduction in teaching staff may be required and will inform local secretaries of teacher organisations represented on the Teacher Consultative Forum.

The HR team will determine, after consultation with the Headteacher, the extent of the reduction required, taking into account the anticipated pupil roll for the coming session. The Headteacher will in turn convey this information to the teaching staff within their schools/centres within five working days of confirmation from HR that a surplus situation exists within the school.

The entire main-grade teaching staff of an affected school/centre will be consulted to ascertain if there

is a volunteer for transfer. If there is no such volunteer, HR will confirm which teacher is surplus and is therefore required to transfer. In most instances, the teacher with least total continuous service with Glasgow City Council and, where appropriate, the former Strathclyde Regional Council will normally be required to transfer unless there are, in the view of the Executive Director, strong reasons for deciding otherwise. Where continuous service, as referred to above, produces identical results for two or more teachers then the teacher to be compulsorily transferred will be chosen by the drawing of lots in the presence of the teachers concerned.

The teacher nominated for compulsory transfer will be informed of the proposed transfer verbally by the Headteacher of their school/centre and by email from the Human Resources Team for Education, intimating the decision made in relation to the transfer and reasons for it.

The teacher will receive written notification of the meeting from the HR Team. The majority of the annual staffing meetings/processes are now conducted via an online process. There will be clear communication on how to participate in online processes.

Selecting vacancies

Any teacher being compulsorily transferred will be invited to an online process or called to a meeting with the HR team which will take place in March. At this meeting each surplus member of staff will be provided with a copy of these procedures and details of all appropriate vacancies known at the time of the meeting.

The surplus teacher will be asked to rank the vacancies in order of preference (where more than one vacancy exists).

Where there are a number of surplus teachers within any one category, i.e., Primary or Secondary subject, teachers will be offered available vacancies according to their length of continuous service as detailed above, i.e., the rank order of the teacher(s) with longest continuous service will be offered first choice of the available vacancies and so on until the vacancies are filled.

Surplus teachers will be given 10 working days between the date of the surplus staffing or online meeting and the submission of their options for transfer, during which time they will be encouraged to visit schools/centres with appropriate vacancies and engage in dialogue with the Headteacher and senior staff to ascertain the suitability of such vacancy. Headteachers who have had vacancies identified within their schools as part of the staffing exercise must ensure adequate time is allocated to welcome and brief any surplus teacher who may wish to visit their school as would be befitting for any future prospective member of the school staff.

Choices for available vacancies must be submitted in a timely manner within 10 working days of receipt of the vacancy list. Where a teacher is unable to meet the prescribed time allotted for submitting their options for placement, this should be communicated immediately to HR.

Only in exceptional circumstances will a teacher be allowed additional time to select their transfer options. Any teacher submitting their option form after the timescales given will

be placed within the remaining cohort of surplus staff depending on their continuous service at the time their option form was received by the HR.

Where no suitable vacancies exist, teaching staff will be deployed to schools as determined by HR in accordance with the exigencies of the Service. Teachers may be split across a number of sites or perform peripatetic services until such time as a suitable permanent vacancy can be identified. If no suitable permanent vacancy is identified by the end of the first term i.e., October break, the teacher will be invited to the surplus staffing meeting for the forthcoming session and will be deemed to "surplus from last session and given priority for placing.

The option to be deployed to the permanent supply pool for a period of 2 years will always be available as part of the annual staffing process, except for those teachers who have already completed 2 years in the permanent supply pool. Where a surplus teacher, voluntary transfer teacher or a teacher who has accrued employment rights selects to join the permanent supply pool, they will be invited to participate in the staffing exercise during the March of the second year.

Where a teacher is placed by HR in a permanent supply post/long term cover requirement because there are no remaining permanent vacancies by October, that teacher will only require to complete one year in the permanent supply pool. Where the teacher declines the offer of a permanent vacancy made by October, they will only be required to complete one year in the permanent supply pool and will be included in the staffing exercise the following year. Teachers who decline a vacancy will retain the status that they had in the previous year, e.g. if the teacher was surplus they will be placed on the list with surplus teachers according to length of continuous service, If the teacher had accrued employment rights they will be placed with the other teachers who have accrued employment rights that session according to continuous service. Teachers who declined a suitable vacancy will not be given the status of "surplus from previous session" unless, by exception, that was their previous status.

Notice Agreements

Teachers will be given four weeks written notice of date of transfer. This notice period may be adjusted subject to consultation with the Headteachers concerned and with the agreement of the individual teacher. Normally the date of transfer is August of the new session, and the majority of teachers should have been notified by email from mid-April until the end of May. Further notifications will continue as new vacancies can emerge late in the session.

Arrangements should be made at school/centre level to ensure continuity of teaching and learning should a teacher become subject to potential or actual transfer. Headteachers should, where appropriate, allow the early release of surplus staff to new posts and where required, surplus teachers should be allowed shadowing and CPD opportunities within their new school before the official uptake of their post.

4. Calculating Length of Continuous Service

For the purpose of determining liability to transfer in a situation of surplus, the undernoted will not count towards an individual's continuous service nor be regarded as constituting a break in service:

Holiday period between contracts
Career Break

5. Maternity and Adoption Leave

As part of its Equal Opportunities Policy, Glasgow City Council wishes to recognise the position of teaching staff who under-take either Maternity Leave, Adoption Leave, Surrogacy Leave or a "Family Break" extending to not more than seven years. For the purpose of determining eligibility for compulsory transfer, all permanent teaching staff who are granted Ordinary Maternity Leave, Adoption Leave, Additional Maternity Leave or Surrogate Parental Leave will not be regarded as having had a break in their period of continuous service.

"Family Break" for Child Rearing Purposes: For the purpose of determining eligibility for compulsory transfer, any permanent teacher who:

Had a period out of teaching service solely for the purpose of child rearing and:

Where not more than seven years had elapsed between the date of birth/adoption of the child and the date of return to duty;

Will not be regarded as having had a break in continuity of service, nor will it count as service.

It is possible to have more than one "Family Break" for child rearing purposes but the total amount of time out of service must not exceed the above period of seven years.

An example of the implementation of this paragraph is as follows:

A permanent teacher works for five years and then decides not to return to work following a period of maternity leave. The teacher has a break for child rearing purposes of four years and then returns to teaching. The teacher works for a further period of three years since returning after the birth of their baby. Their continuous service is aggregated as 5 years + 3 years = 8 years.

The four year "Family Break" does not count as pensionable service but is deemed not to have caused a break in the continuity of service

6. Job Sharers

Definition

Job-sharing is defined as the voluntary sharing of all of the duties and responsibilities of an established full-time permanent post by two people. The majority of part-time teachers do not have a job-sharing contract, but for those that remain, both teachers will be considered on an individual basis where there is a surplus situation. This may mean that one of the teachers is surplus and not the other.

Part-time teachers will be considered in the same way as full-time teachers where there is a surplus situation in a school. A part-time teacher will not be surplus solely because they are part-time. The part-time teacher may be surplus if there is no volunteer and they are the teacher with the least service.

Volunteers

Where one job-sharer volunteers for transfer, in agreement with the Headteacher, this will constitute the termination of the job-share contract. Each teacher will move forward on a part-time contract dependent upon the number of hours in their contract of employment.

An example of the implementation of the aforementioned items is as follows; A school has to declare a 0.6fte surplus and there exists in the school/department a job share partnership split 0.6fte and 0.4fte respectively. The Headteacher will request volunteers. If the 0.6fte teacher of the job share partnership requests a transfer and volunteers to be made surplus the job share partnership will be dissolved. The 0.6fte teacher will enter the surplus staffing pool as a 0.6fte part-time teacher and the 0.4fte teacher will remain as a 0.4fte part-time teacher.

If there is no volunteer the Headteacher cannot declare the 0.6fte surplus. The identification of the surplus teacher will be made by HR based on length of continuous service. This may result in a 1fte teacher being declared surplus which will give a 0.4fte vacancy in the school to be filled by HR.

7. Part Time Contracts

The aforementioned principles will also apply to part-time contracts.

Part-time service end-on to full-time service will be credited on a full-time equivalent basis for the calculation of total continuous service with the Authority and its antecedent Authorities.

8. General Conditions

When placing teachers into available school/ centre vacancies the following considerations will be given in order of priority:

Teachers who qualify (as advised by an official Occupational Health Report) Under the Equalities Act (2010) as requiring "reasonable" adjustments (see Item 2.3) will be placed

before the annual staffing exercise if there is a suitable vacancy identified to meet their needs

Any teacher deemed surplus in the previous staffing exercise that has been unable to secure a substantive post is given priority over teachers who are declared surplus in the following session.

This provision will supersede the placement of surplus staff by continuous service. In respect of Secondary subject teachers, this will only apply to the subject or subject area the teacher was originally surplus from.

Teachers who have been compulsorily transferred within two years will be given the opportunity to return to their original school should a substantive vacancy exist. If the teacher decides to return to his/her former school, payment of excess travelling expenses will cease together with the two-year protection from further compulsory transfer.

Factors which may be taken into account in considering the nomination of a teacher for compulsory transfer include the curricular requirements of the school, the length of continuous service with the Authority, teacher qualifications, including dual qualification, and the suitability of individual teachers for known, available vacancies.

Secondary Schools including Additional Support for Learning Schools/Centres

Where curricular needs dictate, a Headteacher may request dual qualification in certain specialist subject areas. Where this subsequently necessitates the compulsory transfer of a single qualified teacher, the Headteacher must provide curricular evidence of the requirement for dual qualification to the Human Resources Manager for Education. The teachers in the surplus department should be invited to consider registration in the additional subject required to fulfil the needs of the timetable. Where a volunteer for dual registration is available, a check should be made on the GTCS website of the qualification requirements. Where the teacher requires to fund additional qualifications, the cost will be shared with the teacher, school and the employer

If there is no volunteer to progress with dual registration and the surplus situation proceeds, the vacant position must be subsequently filled by a dual qualified teacher with full registration in both stipulated subjects. Provisional registration in one subject will only be accepted where the Headteacher can demonstrate the requirements of the timetable for the school can be met and full registration in the provisional subject will be attained by the following academic session i.e., 135 days standard probationary period in the additional subject can be accommodated in one academic session.

Where a teacher has been unable to find a suitable permanent vacancy and has attended two consecutive compulsory transfer meetings with Human Resources, the option for retraining may be required. Support will be provided regarding retraining and this will be discussed with the relevant individual at the time.

Additional Support for Learning teachers will be required to transfer only between those schools/centres where their qualifications, experience and skill set is appropriate.

Where appropriate an identified surplus Additional Support for Learning Teacher may be given the opportunity to transfer into mainstream teaching school/centre. In such circumstances support and retraining opportunities will be provided by Education Services before the surplus teacher is placed permanently within the mainstream environment.

Pregnant Teachers/Maternity Leave

A pregnant teacher should not be liable to compulsory transfer.

In cases where the identified teacher for compulsory transfer is pregnant, the liability for compulsory transfer will not be “passed on” to any other member of staff.

After the period of maternity leave is finished and the teacher is returning to work, the teacher will return to her former post and school provided that the return to work takes place within six weeks of the end of the school term (i.e. six weeks before the October, Christmas, Easter or summer breaks). Thereafter, the normal compulsory transfer arrangements will pertain for the start of the following school term. Where possible, all opportunities for the teacher to remain in the same school for the remainder of the session after Maternity Leave should be explored

If, however, the teacher elects to return to work on a date which is more than six weeks prior to the end of a school term, the normal compulsory transfer arrangements will pertain from that point.

A teacher transferred compulsorily will not be transferred again within a period of two years. In addition, no teacher will normally be subject to more than two compulsory transfers in six years however the exigencies of the Service may dictate that there is a requirement for such a further transfer. In these circumstances the reasons for the additional move will be discussed with the affected teacher by the Headteacher of the school/centre in question.

A teacher transferred compulsorily or one who volunteers in a school where a transfer has to be arranged will be entitled to excess travelling expenses after the first £2 per week for a period of four years in line with the national conditions of service.

A teacher who is compulsorily transferred will have the opportunity of returning to the school from which they were transferred should a suitable vacancy arise within a period of two years from the date of the compulsory transfer. The date of the compulsory transfer for the purposes of this policy will be the date of the compulsory transfer meeting which usually takes place in March.

If the teacher decides to return to his/her former school, payment of excess Travelling Expenses will cease and the “two-year protection” from further compulsory transfer will also cease.

A teacher who is undertaking a phased retirement or winding down and is in the final year of a declared retirement will not be subject to compulsory transfer and, in

consideration of continuity of teaching and learning, will not have the opportunity to volunteer to transfer.

At any stage of transfer the teacher will have the opportunity, if so desired, to discuss the matter with senior HR staff and be accompanied by a trade union representative or other Council employee of his/her choice.

9. Additional Support for Learning Schools and Units

On occasions, teachers may wish to transfer in/ out of teaching positions within the ASL Sector (additional support for learning sector). This may be from a standalone school or from a Unit/base within a mainstream school.

There are a large number of ASL services/units/bases provided from mainstream Secondary and Primary schools. Where a vacancy is identified as part of a Unit within a mainstream school, the Headteacher should confirm to HR for the purposes of the vacancy list whether the post is based entirely in the Unit or expected to work flexibly across the Unit and school. Any teacher selecting an ASL vacancy in a mainstream school should discuss this further with the school to ensure that the post is suitable. Any Secondary subject specialist selecting a post in a standalone ASL school should discuss the timetable with the Headteacher to establish the balance of teaching BGE and a specialist subject

Transferring to mainstream

Where a teacher in an additional support for learning school or unit/base is not in a surplus situation but wishes to transfer to a mainstream teaching position, this will be a voluntary transfer. The teacher should make this known to the Headteacher by the end of January. The teacher will then be invited to the mainstream annual staffing meeting. Where there are insufficient vacancies in the appropriate mainstream sector, the teacher may require to participate in the ASL staffing exercise.

Where a teacher in an additional support for learning school unit/base is in a surplus situation and wishes to transfer to a mainstream teaching position, they will be placed on the list with other surplus teachers from the mainstream sector.

All teachers will normally participate in one sector staffing exercise

Transferring from mainstream

Where a mainstream teacher is not in a surplus situation but wishes transfer to an additional support for learning school, unit/base, this will be a voluntary transfer. The teacher should make this known to the Headteacher in January of that school year. The teacher will then be invited to the additional support for learning (ASL) annual staffing meeting.

Where a surplus mainstream teacher wishes to transfer to additional support for learning sector, they should make this known to the HR team and will attend only the additional support for learning annual staffing meeting. If there are insufficient posts available, the teacher may require to participate in mainstream exercise.

10. Subsequent Vacancies

It is often the case that posts become available after the Spring break when the majority of teachers who have attended the annual staffing exercise will have been placed. Due to the logistics of the exercise, it is not possible to re-visit the entire list. Those teachers who have already selected a permanent post from the list that was available in March of that school year will remain placed in the post that they have selected, unless there are exceptional reasons for allocating them to a subsequent vacancy.

The subsequent vacancies that arise due to promotions and late notification of retirements will then be offered to any teachers remaining from the annual surplus meeting who have been placed in a temporary post. Under normal circumstances, any permanent teacher in a temporary post will be required to accept the offer of a suitable permanent post. Refusal of a permanent post will mean that the teacher forfeits their right to a priority place at the following year's staffing exercise, and the teacher will be placed on the list according to their length of service and status at the previous staffing exercise.

Offers of subsequent vacancies will continue to be made to teachers until end of the October break in each school year. Following the October break in each school year, vacancies will be filled on a fixed-term basis and held for the staffing exercise in the following year. This means that any teacher allocated to a fixed term or permanent supply post will be offered any available permanent posts no later than the beginning of the 2nd term.

There is an obligation on the teacher to accept the substantive vacancy. If no post is allocated prior to the beginning of the 2nd term, the individual teacher will access the staffing exercise the following year with priority access to any available permanent post unless a permanent post has been refused.

The exception to above process may be in shortage subjects, where it is known in advance that there are no surplus teachers, these posts will proceed to open advert.

In all of the above processes the HR team will identify reasonable timescales for selection of posts. Teachers will be expected to adhere to the identified timescale to ensure the efficient filling of vacancies.

11. Timing the main transfer programme

The HR team will give as much notice as possible to teaching staff of the need to make a reduction in the number of teachers employed in their school.

Individual teachers nominated for transfer will be notified in writing as soon as possible.

The normal notice for transfer will be one month, excluding holidays, but where, for good educational reasons, it is not possible to provide this notice the HR team will discuss the timing of the transfer with the local secretary of the appropriate professional association. This notice period may be adjusted subject to consultation with the Headteacher concerned and with the agreement of the individual teacher.

A number of factors have to be taken into account in considering the timing of any programme which might encompass the majority of the transfers from one session to the next. These include the following:

- i. The need to break down projected Authority rolls on a school by school basis.
- ii. The effect of placing requests on the distribution of children/young people.
- iii. The need to take account of changes in staff entitlements brought about by differences between estimated and actual child/young person numbers at the start of a new academic session.
- iv. The fact that teachers need not give notice of resignation until late in the session e.g., in the month of May for a main-grade teacher wishing to leave at the end of the summer holiday period.
- v. The timing of the placement of Probationer Teachers for their induction year,

There is therefore no point at which the total number and location of vacancies for a coming session can be fixed with certainty. The complexity of staffing schools, the fluid nature of placing requests for pupils, coupled with the requirement to take a large number of probationer teachers means that the annual staffing of schools can be a lengthy and complex process. At all times the employer's desire to offer teachers being compulsorily transferred or who have accrued employment rights the best choice of posts precludes a completely rigid timetable

Where it has not been possible to fill vacancies through the above procedures vacant posts will be filled according to the Authority's normal recruitment procedures

12. Working in the Denominational Sector

It is necessary for any teacher working in a Roman Catholic school under the management of Glasgow City Council to have the approval of the Roman Catholic Church. This is a requirement of Section 21 A of the Education (Scotland) Act 1980. Information on how to acquire Church approval can be found on the website of the Scottish Catholic Education Service (www.sces.uk.com) under the heading Teaching. It is a straightforward process, and any qualified and registered teacher can apply

Where any teacher participating in the staffing exercise opts for a denominational vacancy subject to approval and this approval is refused, the teacher will be removed from the denominational vacancy and will be required to choose an appropriate non-denominational vacancy from those remaining at the time of the refusal. Should no appropriate vacancies be available the teacher will be placed into a temporary position and included in the following sessions staffing exercise.

13. Complaints

Any teacher who considers that the policy has not been applied fairly should raise this firstly with the HR team and their trade union representative so that any concerns can be explained/addressed. All participants should be mindful that it is not appropriate for detailed information on other teachers to be requested or shared by any party.