

INTO BULLETIN 6

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Redundancy Process and Procedure

Some schools are undertaking "qualification and experience" audits with respect to the management of redundancies in a school. This is not part of the agreed procedure or guidance.

When a school uses such an audit, the onus rests on the school to outline the precise information held on each teacher. It is not for teachers to supply information in an unstructured and unregulated process which may potentially render them the subject of a compulsory redundancy.

Members should ask the school to provide each teacher with details of qualifications, training and experience that the Governors wish to consider as part of the redundancy process. Teachers should then be permitted to amend and update the information, before returning it to the Principal. Members should not complete blank proformas or email requests for information on their qualifications and / or experience. Such a process is outwith the agreed procedure and may be used as a criterion in any appeal against a compulsory redundancy.

The agreed procedure outlines the criteria which may be used to determine redundant teaching positions within a school:

- Statutory requirement for curriculum delivery and teachers' contribution to curriculum;
- Specialist roles undertaken in school which cannot be easily replaced;
- Total teaching experience in current school.

The procedure also stresses the onus for the operation of the procedure rests with the Chair of Governors and that **criteria used must be objectively justifiable and sustainable in relation to the financial or curricular deficits identified by the appropriate audit process.**

Members who have concerns about the use of audits in a school should contact their school representative, Northern Committee member or Northern Office.

School Reps - Please Copy Bulletin and Place on INTO Noticeboard