



Cedars Academy

Redundancy Policy and Procedure

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INDEX

The Policy

- Aim
- Definition
- Scope
- Responsibilities
- Review

The Procedure

- Initial Consultation
- Notifications
- Consultation
- Voluntary Redundancy
- Compulsory Redundancy
- Notice Periods
- Appeals
- Assistance in finding other employment
- Redundancy Payments
- Weekly Wage
- Multiple Contracts

Appendix 1

Example Teaching Skills Audit Questionnaire

Appendix 2

Example Non-Teaching Skills Audit Questionnaire

Redundancy Policy

Aim

- 1.1. Cedars Academy is committed to providing high quality teaching and learning to its pupils and will do so by careful forward planning and effective management of resources. However, inevitably there will be changes over time to the way education is delivered, organised and funded which may have an impact on the employees involved.
- 1.2. The academy is committed to maintaining job security for all its employees where possible. Where changes require a reduction in the staffing structure of the academy, the Resources Committee will consider all options available.
- 1.3. The purpose of this policy is to determine how employees will be treated if it becomes necessary to make them redundant; this includes both voluntary and compulsory redundancies.

2. Definition

- 2.1. In legal terms, redundancy occurs when an employee is dismissed because:
 - the employer closes the academy;
 - the employer closes a location at the academy; or,
 - there is a diminishing need for employees to do work of a particular kind.

3. Scope

- 3.1. This policy applies to all employees who have at least 12 months' service with an organisation covered by the Redundancy Modification Order (Amended 2010) and who are appointed by the Governing Body of Cedars Academy.
- 3.2. An employee will only qualify for a redundancy payment if they have at least 2 years' continuous service with an organisation that is covered by the Redundancy Modification Order (Amended 2010).
- 3.3. The Redundancy Policy will:
 - ensure that a staffing structure is in place that supports the delivery of high quality education;
 - demonstrate to employees that the Governing Body is acting in the best interests of the academy;
 - ensure all other options have been explored and exhausted including alternative employment within the academy or voluntary early retirement prior to the need to make redundancies;
 - be implemented in a fair, consistent and responsible way;
 - be made available to all employees.

Redundancy Policy

4. Responsibilities

4.1. The Governing Body will:

- use its best endeavours to avoid redundancies, and will seek to retain relevant skills and knowledge within the academy wherever possible;
- administer this policy and procedure in conjunction with the head teacher and Human Resources;
- delegate responsibility to the Resources Committee to enter into consultations with trade unions and individual employees as soon as the possibility of a reduction in the size of the staffing structure arises;
- ensure the options for avoiding, reducing or mitigating the consequences of redundancies are fully explored;
- ensure that any compulsory redundancies that are necessary are handled in the most fair, consistent and sympathetic manner possible;
- ensure the selection criteria for redundancy is fair, consistent, objective, and non-discriminatory and in accordance with equalities legislation, redundancy legislation and best practice.

4.2. The Resources Committee will:

- review the staffing structure to ensure it will deliver the academy's curriculum and priorities within the academy's allocated budget;
- review the job profiles to ensure the necessary roles and responsibilities are remunerated appropriately;
- consult with employees and trade unions on the potential need to reduce the structure by way of redundancy and the process that will be followed;
- identify those groups of employees where redundancies will need to be made;
- allow only those Governors who are not employed to work in the academy to be part of a committee where employees have to be selected for redundancy.

4.3. The Head Teacher will:

- advise the Resources Committee with regards to staffing structures that will deliver the academy's curriculum and priorities within the academy's allocated budget;
- ensure that employees are kept informed throughout the process;
- work with the Resources Committee, if necessary, to ensure the audit and selection processes are carried out fairly.

4.4. The employee will:

- continue to perform their current role or the role required of them;
- make themselves available to enter into consultations with the Resources Committee with the aim of discussing the situation and exploring the options for avoiding, reducing or mitigating the consequences of redundancies;

Redundancy Policy

- reasonably consider an offer of suitable alternative employment within the academy, and
- undertake a 4 week trial period to assess the suitability of any alternative employment, where appropriate.

5. Review

- 5.1. This Redundancy Policy and Procedure was agreed by the Governing Body of Cedars Academy April 2017. It will be reviewed when necessary to take account of changes to any relevant legislation and advice issued by Human Resources.

Redundancy Procedure

1. Initial Consultation

- 1.1. The head teacher will advise the Governing Body as soon as the potential need for redundancies is identified. The Governing Body will consider the head teacher's report and where in agreement with the recommendations will delegate responsibility to the Resources Committee to conduct the redundancy processes.
- 1.2. The head teacher will inform all employees and all trade unions of the outcome of their report (that the academy may be required to make redundancies) and will seek suggestions to minimise the need for redundancies.
- 1.3. The Resources Committee together with the head teacher will determine where changes to the staffing structure may be necessary and enter into statutory consultation with all the trade unions and individual employees on these proposals. When making changes to the staffing structure there may be a need to carry out an audit to determine the number of employees required.

2. Notifications

Legal Notification

- 2.1. The Governing Body of Cedars Academy will inform the Redundancy Payments Service (RPS) on form HR1 of the proposed redundancies in the following circumstances:
 - if 20-99 employees at the academy are being made redundant, 30 days' notice will be given before the first dismissal takes effect;
 - or if 100 or more employees at the academy are being made redundant, 45 days' notice will be given before the first dismissal takes effect.
- 2.2. The notice of redundancy will be given to the RPS before giving notice to terminate an employee's contract of employment.

Trade Union Notification

- 2.3. The Resources Committee will issue a statutory consultation notice (Section 188 Letter) to all the trade unions regarding the proposal(s) detailing:
 - the reason(s) for the proposal(s);
 - the numbers and descriptions of all posts currently on the academy's staffing structure (including temporary and fixed term posts);
 - the numbers and descriptions of all posts which are proposed to be at risk of redundancy;
 - the number of agency workers working temporarily under the supervision and direction of the academy and the type of work they are carrying out;

Redundancy Procedure

- the budget statements for the academy for the previous year, current year and projected year;
 - the current number of pupils on roll as at the latest DfE Census;
 - the projected number of pupils on roll for the next academic year;
 - the current and proposed curriculum plan and if necessary the curriculum audit details;
 - the academy's Improvement/Development Plan;
 - the proposed method of selecting the employees who may be dismissed;
 - the proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect;
 - the method of calculating the amount of any redundancy payments to be made in accordance with the academy's redundancy pay table.
 - the date for the first statutory consultation meeting.
- 2.4. The Resources Committee will not unreasonably withhold information which is available and that can be produced to ensure meaningful consultation.

3. Consultation

Statutory Consultation Meeting

- 3.1. The first statutory consultation meeting will be held within 14 calendar days of the statutory consultation notice (Section 188 letter) being issued to the trade unions.
- 3.2. The purpose of the statutory consultation meeting is to discuss:
- the proposal(s);
 - the Section 188 letter and attachments;
 - the impact on the remaining employees;
 - whether the proposed changes can be achieved by means other than redundancy.
- 3.3. The Resources Committee will discuss how they will minimise the number of compulsory redundancies through:
- natural wastage;
 - restricting the recruitment of new employees other than where this is essential;
 - restricting the use of subcontracted labour, and temporary and casual employees;
 - consideration of flexible working arrangements;
 - reducing budget headings for non-essential spend;
 - return of secondees to their parent organisation;
 - inviting applications for consideration for early retirement;
 - inviting applications for voluntary redundancy; or,
 - seeking suitable alternative employment within the academy.

Redundancy Procedure

- 3.4. The Resources Committee will give full consideration to any alternative proposals made by the trade unions and the outcome of this consideration will be confirmed in writing to the trade unions. Any proposals received will be considered in line with the academy's staffing structure and will be subject to ensuring that the balance of skills and experience within the remaining staffing structure is appropriate.
- 3.5. In the event that compulsory redundancies are required the Resources Committee will use this meeting to consult with the trade unions on:
 - the retention of employees with specialist skills, appropriate / relevant qualifications or experience;
 - the selection pools;
 - the selection criteria;
 - the selection criteria weighting;
 - the criterion to be applied in the event of a tie break.
- 3.6. The above will determine the employees to be selected for compulsory redundancy.

Employee Consultation

- 3.7. All employees from the academy will be informed of the proposal(s) by the Chair of the Governing Body and head teacher via a formal staff meeting.
- 3.8. The Resources Committee will, in addition, write a Section 188 letter to the individual employees affected by the proposals and attach the relevant documentation.
- 3.9. Each employee affected by the proposals will be informed in writing of their opportunity to have an individual consultation meeting with the head teacher and representative from Human Resources. This meeting will be to discuss the impact of these proposals and suggested alternatives to redundancy. Employees are encouraged to bring a trade union representative or work colleague to this meeting.
- 3.10. The Resources Committee will ensure that consultation with those employees who are absent from academy takes place during this period.
- 3.11. The Resources Committee will give full consideration to any alternative proposals made by the employees. However, any alternative proposals received will be considered in line with the academy's staffing structure and will be subject to ensuring that the balance of skills and experience within the remaining staffing structure is appropriate.

Consultation Time Periods

- 3.12. The Resources Committee will where possible commence consultation two terms prior to the date the redundancy dismissal is effective from.

Redundancy Procedure

3.13. The academy will recognise, as a minimum, its statutory obligations to:

- begin consultations at the earliest possible opportunity where the number of redundancies proposed are less than 20 employees;
- begin the consultation process at least 30 days before the first dismissal takes place, where between 20 and 99 employees are proposed to be made redundant at one establishment over a period of 90 days or less; or,
- begin the consultation process at least 45 days before the first dismissal, where the number of redundancies proposed is 100 or more employees over a period of 90 days or less.

Failure to Consult

3.14. Failure to consult appropriately with the trade unions and employees about proposed redundancies can result in an employee making a successful claim to an employment tribunal and compensation being paid to the employee concerned. The academy will therefore contact Human Resources for advice on the application of this policy and procedure before entering into consultation with the relevant trade unions and employees about proposed redundancies.

4. Voluntary Redundancy

- 4.1. Prior to making any compulsory redundancies the academy will consider whether any voluntary redundancies can be made. Therefore employees will be invited to apply for voluntary redundancy.
- 4.2. Applications for voluntary redundancy may be confined to selected categories of employees to ensure that volunteers do not include employees who are needed to contribute to the future success of the academy.
- 4.3. Applications will be received by the head teacher and forwarded to Human Resources, who will provide an estimate of benefits to the employee. On receipt of this estimate the employee must decide whether to proceed with their application or not.
- 4.4. The approval of voluntary redundancy is subject to ensuring that the balance of skills and experience within the remaining staffing structure is appropriate. The Resources Committee therefore has the right to decline any application for voluntary redundancy.
- 4.5. The Resources Committee will consider the applications for voluntary redundancy and approve which employees will be dismissed due to redundancy.
- 4.6. In the event that there are more voluntary redundancy applications that are required, the Resources Committee will:
 - request that teaching employees volunteering complete a skills audit questionnaire, selection will be based on the ranking of the scores and

Redundancy Procedure

those with the least points will have their voluntary redundancy application approved;

- score only the mandatory criteria for non-teaching employees, those with the least points will have their voluntary redundancy application approved.
- 4.7. Where two or more employees are tied on the same points following the above, the selection decision will be based on length of service with the academy. The employee with the longer length of service will have their voluntary redundancy application approved.
- 4.8. Once an application for voluntary redundancy has been approved by the Resources Committee, the approval can only be rescinded should there no longer be a redundancy situation at the academy.
- 4.9. The head teacher will discuss with individuals why their application for voluntary redundancy has not been successful.

5. Compulsory Redundancy

- 5.1. Where voluntary redundancy has not resulted in suitable or sufficient volunteers, the Resources Committee will implement the selection criteria for those areas identified in the consultation meetings to select employees for compulsory redundancy.

Staffing Audit

- 5.2. The Resources Committee through the audit process will have identified:
- the pool of teaching staff which will be subject to the redundancy process; and “PRIMARY”
OR
 - the specific curriculum areas which have surplus teaching provision within them; and “SECONDARY”
 - the non-teaching areas that are surplus due to the identification of a staffing structure that supports the delivery of high quality teaching and learning.
- 5.3. These areas and the associated rationale will be discussed at the statutory consultation meeting(s) to confirm those employees who are subject to the redundancy process.

Self-Selecting Process

- 5.4. The staffing audit may identify specific posts within the academy that are no longer required in the academy’s staffing structure, it is the employees employed in these posts that will be at risk of compulsory redundancy.

Redundancy Procedure

- 5.5. The Resources Committee will only identify these employees for redundancy when they can demonstrate that there has been a diminution in the requirement for work of this particular kind.

Skills Audit Questionnaire Process - Teaching

- 5.6. The Resources Committee will discuss the skills audit questionnaire to be implemented for teaching employees during the statutory consultation meeting(s). The skills audit questionnaire will take into account the need to retain specialist skills, appropriate qualifications and experience (selection criteria) that are vital to the provision of high quality teaching and learning.
- 5.7. The skills audit questionnaire will be consulted upon for each redundancy process taking into account the proposed staffing structure and the curricular needs of the academy. Any employee identified in the selection pool for redundancy will be required to complete the questionnaire to inform the selection process. Appendix 1 gives an example of a teaching skills audit questionnaire.

Skills Audit Questionnaire Process – Non-Teaching

- 5.8. The Resources Committee will have both mandatory and discretionary selection criteria within the non-teaching skills audit questionnaire. The mandatory selection criteria are length of service, disciplinary record and sickness absence record which are explained in detail below.
- 5.9. The length of service is the period of continuous service (completed years) with the academy measured from the employee's start date to the date of the Section 188 letter. For employees who have transferred to the academy under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE), continuity of service is preserved and service with their previous employer will be taken into account.
- 5.10. An employee's disciplinary record is any formal misconduct warnings issued in accordance with the academy's disciplinary policy and procedure. These will be taken into account and points will be awarded for any formal misconduct warning issued within a 24 month period prior to the date of the Section 188 letter.
- 5.11. This period can only be altered where an employee has been absent due to maternity, adoption, parental, additional paternity leave or a career break. For example where an employee has been on maternity leave for 6 months then the period will be extended for a further 6 months.
- 5.12. A sickness absence is classified as any absence due to sickness, whether self-certified or covered by a fit note (medical certificate). This criterion will take into account the frequency and total duration of any absences that have occurred within a 36 month period prior to the date of the Section 188 letter. A score will be allocated for the number of absences and a separate score for the total duration of those absences. Any absences which directly relate to

Redundancy Procedure

disability, pregnancy/maternity or industrial disease/accident/assault will be excluded from the scoring process following verification by occupational health.

- 5.13. This period can only be altered where an employee has been absent due to maternity, adoption, parental, additional paternity leave or a career break. For example where an employee has been on a career break for 6 months then the period will be extended for a further 6 months.
- 5.14. The maximum points score for the mandatory selection criteria is 60 points calculated using 20 points for length of service, 20 points for disciplinary record, 10 points for the number of sickness days and 10 points for the number of sickness occurrences.
- 5.15. The discretionary selection criteria to be applied will be discussed during the statutory consultation meeting. These criteria will take into account the need to retain specialist skills, appropriate qualifications and experience (selection criteria) that are vital to the provision of high quality teaching and learning.
- 5.16. The skills audit questionnaire will therefore be consulted upon for each redundancy process taking into account the proposed staffing structure and the curricular needs of the academy.
- 5.17. Any non-teaching employee at risk of redundancy will receive a pro forma to complete and return which details their length of service, disciplinary record and sickness absence record. This information will be used to score the mandatory selection criteria and included on the skills audit questionnaire. These employees will then be required to complete the discretionary selection criteria within the skills audit questionnaire to inform the selection process. Appendix 2 gives an example of a non-teaching skills audit questionnaire.

Selection Process

- 5.18. The completed skills audit questionnaires will be given to the School Business Manager, or other nominated person, who is not part of any selection pool to verify the information declared is an accurate account of the employees' experience and qualifications.
- 5.19. On completion of the verification of the skills audit questionnaires, a minimum of three members of the Resources Committee, together with Human Resources, will undertake the selection. The total points allocated for the selection criteria will be used to place employees in a list with most points at the top and least points at the bottom. Selection for compulsory redundancy will be based upon the least points scored. Where two or more employees are tied on the same points the tie break criterion, as consulted with the trade unions and employees involved, will be applied.
- 5.20. The members of the Resources Committee together with Human Resources will verify the reasons for the identification of those employees subject to the

Redundancy Procedure

self-selection process. Selection for compulsory redundancy will be subject to the Committee being satisfied of the reasons for self-selection.

- 5.21. The scores will be presented to the trade unions, confidentially, for their information for use in supporting their members.
- 5.22. Any employee selected by the Resources Committee for dismissal due to redundancy will be required to attend a meeting with the head teacher and Human Resources. This meeting will inform them of the decision made by the representatives of the Resources Committee. Employees may bring a trade union representative or work colleague to this meeting.
- 5.23. The notification of an employee's dismissal due to redundancy will be confirmed in writing and the employee given the right to appeal against the application of the redundancy selection criteria or the removal of their post from the staffing structure. The letter will also confirm the employee's notice periods and any redundancy payment applicable. Where appropriate, the employee will find attached to this letter a copy of their points score and a copy of the anonymised total scores for their selection pool.
- 5.24. Those employees, within the selection process, not selected for redundancy will be advised of this in writing.

6. Notice Periods

- 6.1. The academy will give any employee made redundant as much notice as possible of the termination of their contract of employment, but never less than the period of notice to which the employee is contractually entitled to.
- 6.2. The Resources Committee can agree a leaving date with an employee which is earlier than the expiry of their full contractual notice period. Where these circumstances apply, the employee will not receive any pay in lieu of contractual notice and has waived their right to any outstanding statutory notice.

7. Appeals

- 7.1. If an employee is selected for compulsory redundancy, they have the right to appeal to the academy's Appeals Committee, this appeal must be based on the application of the selection criteria or the failure to search for suitable alternative employment.
- 7.2. Any employee who wishes to exercise their right of appeal against being selected for redundancy must do so in writing, within 10 working days of receiving their letter from the Resources Committee confirming their selection for redundancy. They should submit their appeal to the Chair of the Governing Body, clearly stating the reasons for the appeal and provide, where relevant, evidence to support their appeal.

Redundancy Procedure

- 7.3. The Chair of the Governing Body will arrange a meeting of the academy's Appeals Committee within 5 working days of the appeal being received. The Appeals Committee will be made up of 3 or more Governors who have had no previous involvement in the setting of the staffing structure or conducting the selection processes and Human Resources.
- 7.4. If the date of the appeal meeting is not suitable for the employee or trade union representative or work colleague an alternative date must be offered which is within 5 working days of the original date.
- 7.5. At least 5 working days prior to the appeal, all relevant documentary evidence to be used at the appeal by both parties should be exchanged. The employee will be given two copies of the documentation, one for themselves and one copy for their trade union representative or work colleague.
- 7.6. At the appeal meeting the Chair of the Resources Committee will present the information, giving the background to and the reasons for the decision and include documentation as previously provided to the employee. The employee (or their trade union representative or work colleague) will have the opportunity to ask questions of the Chair of the Resources Committee. Members of the Appeals Committee supported by Human Resources may also ask questions.
- 7.7. The employee (or their trade union representative or work colleague) will put forward their information, including documentation as previously provided for the Appeals Committee. The Chair of the Resources Committee will have the opportunity to ask questions of the employee. Members of the Appeals Committee supported by Human Resources may also ask questions. The Chair of the Resources Committee and the employee (or their trade union representative or work colleague) will then sum up their presentation if they so wish.
- 7.8. The Chair of the Resources Committee, employee and their trade union representative or work colleague will then withdraw whilst the Appeals Committee considers the information presented, assisted by Human Resources.
- 7.9. If the Appeals Committee need to recall the Chair of the Resources Committee or the employee (or their trade union representative or work colleague) to clarify matters on which they are uncertain, then both parties are to return notwithstanding only one may be required to comment on the point requiring clarification.
- 7.10. The decision of the Appeals Committee will be given orally in the presence of both the employee (or their trade union representative or work colleague) and the Chair of the Resources Committee, where practicable, and will then be confirmed in writing.
- 7.11. The appeal is conducted as a review of the original decision. However in exceptional circumstances, where it is agreed that there has been some

Redundancy Procedure

procedural irregularity or flaw in the process, the Appeals Committee may consider any such representations and if thought appropriate, proceed with the appeal by way of a rehearing. The appeal will be reconvened at the earliest possible date thereafter.

- 7.12. The decision of the Appeals Committee will be the final decision of the academy.
- 7.13. A dismissal on the grounds of redundancy may be considered by an Employment Tribunal to be unfair if the procedure for selection for redundancy has been unfairly applied to the employee(s) concerned, or if the way in which it has been carried out has been unreasonable (e.g. without adequate warning or consultation with the appropriate representatives).

8. Assistance in finding alternative employment

Suitable alternative employment within the academy

- 8.1. After an employee has been confirmed as being selected for redundancy, the head teacher will consider vacancies within the academy in order to identify any suitable alternative employment.
- 8.2. An employee who is on maternity leave and has been selected for redundancy is entitled to be offered any suitable alternative employment at the academy (where one is available) before any other employee who has been selected for redundancy. Thus giving any employee on maternity leave priority over other employees who are under notice of redundancy.
- 8.3. Any vacancy identified at the employee's current grade (or below) will be discussed with them. If the vacancy is deemed as suitable alternative employment this will be ring-fenced to the employee(s) and if necessary an interview process will occur. Where appropriate, the employee will be entitled to a 4 week trial period. During the trial period regular reviews will be undertaken as to the employee's suitability to undertake the duties and responsibilities of the role.
- 8.4. Any non - teaching employee who obtains suitable alternative employment within the academy will be offered pay protection, if applicable within the academy's Pay Policy.
- 8.5. Any teaching employee who obtains suitable alternative teaching employment within the academy will be awarded safeguarding as per the current School Teachers Pay and Conditions Document.
- 8.6. The Governing Body will ensure that if the Resources Committee is satisfied that a suitable alternative post has been offered to a redundant employee and declined, then a redundancy payment will be withheld. An offer of alternative employment will be considered suitable where the grade, hours of work, status and location are of similar terms as the post being made redundant. All offers of alternative employment will be formal.

Redundancy Procedure

Time off to look for new employment / training

- 8.7. All employees under notice of dismissal due to redundancy will be given reasonable time off work to look for new employment or training opportunities. The statutory amount of paid time off available is two working days. Requests for time off must be submitted to the head teacher for approval, who will consider requests favourably subject to the academy's operational needs.

Counselling

- 8.8. The academy can arrange counselling for employees via Occupational Health, prior to any compulsory redundancies taking place, to assist them in dealing with being selected for redundancy.

9. Redundancy Payments

- 9.1. All redundancy payments made by the academy will be in accordance with the academy's redundancy pay table and will be paid between 5 and 10 working days after the date of redundancy.
- 9.2. To be entitled to a redundancy payment an employee must have at least two years' continuous service with an organisation covered by the Redundancy Modification Order (Amended 2010). All employees who receive redundancy payments will be given written notification of the way in which their redundancy payment has been calculated.
- 9.3. The same redundancy benefits and entitlements will be offered regardless of whether the redundancy is voluntary or compulsory.
- 9.4. Employees aged over 65 will qualify for a redundancy payment if the reason for their dismissal is redundancy.
- 9.5. Any employee who volunteers or is selected for redundancy, and is a member of the Local Government Pension Scheme (LGPS), will be entitled to early release of their pension benefits as from the date of their dismissal if they fit the criteria within the scheme regulations for early release of these benefits.
- 9.6. Any employee who volunteers or is selected for redundancy, and is a member of the Teachers' Pension Scheme (TPS), will be awarded redundancy benefits as applicable under the academy's Teachers' Early Retirement/Redundancy Payments Policy.

10. Weekly Wage

- 10.1. Any non-teaching employee who is dismissed due to redundancy will have their redundancy payment calculated as at their actual non-equated weekly wage at the date of dismissal.

Redundancy Procedure

- 10.2. A non-teaching employee's weekly wage is that which the employee is entitled to under the terms, expressed and implied, of their contract of employment, this includes those payments received where there is an expectation to work over an extended period.
- 10.3. If a non-teaching employees pay varies (such as the regular receipt of lettings or additional hours) their actual weekly wage will be calculated using an average over the 12 weeks prior to the date of dismissal.
- 10.4. Any teaching employee who is dismissed due to redundancy will have their redundancy payment calculated using their actual weekly wage.

11. Multiple Contracts

- 11.1. Where an employee has multiple contracts with the academy at the point of redundancy, the start date in the contract that they are being made redundant from is used to calculate their redundancy payment.
- 11.2. Where an employee has had multiple contracts but only has one contract at the time of redundancy, then their start date in their very first contract is used for calculating their redundancy payment, taking into account any relevant previous continuous service.

Teaching Skills Audit Questionnaire

Cedars Academy

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Example Teaching Employees Skills Audit Questionnaire

Information Sheet

Following discussions between the Governing Body, the relevant trade union representatives and yourself, a selection process is now necessary. To assist this process please complete the information requested in this questionnaire accurately and in full.

All information provided will be validated by NAME.

All employees requested to complete a skills audit questionnaire will be scored whether a completed questionnaire is returned or not.

The information you provide will be treated with strict confidentiality and this front page will be detached for the purpose of scoring to ensure anonymity.

Please submit your completed questionnaire to NAME by DATE.

Name: _____

Position in academy: _____

Identification number: _____

Date questionnaire received: _____

I can confirm to the best of my knowledge that the information provided is accurate.

Signed _____

Date _____

Appendix 1

Identification Number: _____

How many years' service do you have with the academy?	Years	Points <i>(1 point for every completed year up to a maximum of 20 points)</i>
How many years' experience as a teacher do you have?	Years <i>In any educational setting</i>	Points
Under 1 year (NQT)		0
1 – 5 years		5
6 - 10 years		10
11 - 15 years		15
16 + years		20
What relevant educational qualifications/CPD do you have excluding academy based Inset/ whole academy training?	Qualifications/CPD <i>Please only include qualifications/courses relevant to your role in the academy.</i>	Points
Unqualified		0
Degree or equivalent		5
Post-graduate qualification relevant to subject/teaching and learning pedagogy (excluding PGCE)		10
Any course attended that is relevant to your role as a classroom teacher, within the past 2 years.		<i>1 point per course up to a maximum of 5 points</i>
Primary Academy Only Which key stages have you supported in during the last 5 years? <i>Please detail only those you have supported for a term or more</i>	Academic Years <i>Please provide dates worked in each key stage</i>	Points <i>(5 points per Key Stage)</i>
Foundation Stage		
Key stage 1		
Key stage 2		

Appendix 1

Primary Academy Only Which subject areas have you had experience of developing, monitoring and assessing within the last 3 years?	Subject Area <i>Please list the subject areas with dates.</i>	Points <i>2 points per core subjects plus 1 point per non-core subject area. Total maximum points of 10</i>
Secondary Academy Only Which schemes of work have you had experience of teaching within the last 3 years? <i>Please detail only those experienced for a minimum of one third of any academic year.</i>	Academic Years <i>Please provide dates worked in each key stage</i>	Points <i>2 points per core stage plus 3 points per qualification stage plus 1 point other subjects taught. Total maximum points of 20.</i>
Key Stage 3 – Core		
Key Stage 4 – Core		
Key Stage 4 – GCSE		
Key Stage 4 - BTEC		
Key Stage 5 – A Level		
Key Stage 5 – BTEC		
Other subjects taught outside of main curriculum area		
How have you taken an active role in the following Academy Improvement Priority projects within the last 3 years?	Role in SIP <i>Please provide details of your active role and year undertaken</i>	Points <i>5 points per SIP activity</i>
SIP 1		
SIP 2		
SIP 3		
SIP 4		

Non-Teaching Skills Audit Questionnaire

Cedars Academy

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Example Non-Teaching Employees Skills Audit Questionnaire

Information Sheet

Following discussions between the Governing Body, the relevant trade union representatives and yourself, a selection process is now necessary. To assist this process please complete the information requested in this questionnaire accurately and in full.

All information provided will be validated by NAME.

Failure to return your completed questionnaire will mean that only the mandatory selection criteria will be scored during the selection process.

The information you provide will be treated with strict confidentiality and this front page will be detached for the purpose of scoring to ensure anonymity.

Please submit your completed questionnaire to NAME by DATE.

Name: _____

Position in academy: _____

Identification number: _____

Date questionnaire received: _____

I can confirm to the best of my knowledge that the information provided is accurate.

Signed _____

Date _____

Identification Number: _____

Length of Service <i>The period of continuous service with the academy is measured from an employee's start date to the date of the Section 188 letter</i>	Years <i>Details as per pro forma</i>	Points <i>(1 point for every completed year up to a maximum of 20 points)</i>
How many years' experience as a [xxxx] do you have?	Years <i>In any educational setting</i>	Points
Under 1 year (NQT)		0
1 – 5 years		5
6 - 10 years		10
11 - 15 years		15
16 + years		20
What other current qualifications relevant to the role do you hold? <i>In addition to the qualification required for your current role</i>	Qualifications <i>Please specify the qualification with the year of completion</i>	Points <i>(1 point for every qualification up to a maximum of 5 points)</i>
Coaching		
First Aid		
Language		
SEN		
HLTA status		
Other (please specify)		
Which key stages have you supported in during the last 5 years? <i>Please detail only those you have supported for a term or more</i>	Academic Years <i>Please tick as appropriate</i>	Points <i>(X points per Key Stage –weighted to setting/academy)</i>
Foundation Stage	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Key stage 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Key stage 2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Key stage 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Key stage 4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Sickness Absence Record – Number of Occasions <i>Absence occurring within 36 months of the date of the Section 188 letter</i>	Details <i>As per pro forma</i>	Points
0 absence		10
1 absence		9
2 absences		7
3 absences		5
4 absences		2
6 absences		1
7+ absences		0