

Staff Restructuring Proposal

School: Compass Primary School

Consultation Starts: Monday 20th May 2019

Consultation Ends: Friday 5th July 2019, 9.00am

Email address for responses: bwthr@brookewestontrust.org

Nominated Senior Leader: Mrs Nicole Andrews

Introduction

This is a proposal for the reorganisation of the support staff at Compass Primary School.

The support staff structures in the Trust primary schools have not been reviewed for several years. Last year's pay standardisation exercise was not a restructure and such a step is now necessary. Working with the Executive Principal and Trust Finance Director, I have now looked carefully at our current support staffing model and am proposing to reorganise it. I am doing this to ensure we provide the best and most efficient service we can for our students whilst securing the school's financial viability at a time of huge funding pressures. In future years our support staff structure will be reviewed annually in line with our curriculum planning and student needs. This is the same approach as we have always operated for teachers.

The proposed restructure will have an impact upon the educational support, administration, cleaning and education welfare teams.

The planned timeline for consultation and proposed implementation date are outlined in **Appendix 1**.

Existing and Proposed Structures

The current staff structure is attached at **Appendix 2** and the proposed new staff structure is attached at **Appendix 3**.

Whilst it is hoped that the implementation of the new structure can take place without compulsory redundancies, this will only be possible if suitable alternatives are identified, employees volunteer for redundancy or the proposals are radically altered.

The Academy aims to proceed with the implementation of the new structure after the formal consultation, with full implementation expected to be achieved by implementation date 1st September 2019.

Overview of changes/posts in scope

It is proposed that given the current situation at Compass Primary School, as listed above that the following positions are **removed** from the support staff structure:

Educational Support

Teaching Assistant 2 – GRADE 2

1. 29.00 hours – term time
2. 29.00 hours – term time
3. 29.00 hours – term time
4. 29.00 hours – term time
5. 17.25 hours – term time

Teaching Assistant 3 – GRADE 5

1. 29.00 hours – term time
2. 29.00 hours – term time
3. 29.00 hours – term time
4. 27.91 hours – term time
5. 15.08 hours – term time

HLTA - GRADE 6

1. 37.00 hours – term time
2. 37.00 hours – term time
3. 37.00 hours – term time

Cleaner – GRADE 1

1. 10.00 hours – term time

Administrator – GRADE 3

1. 22.50 hours – term time
2. 15.00 hours – term time

Education Welfare Officer – GRADE 7

1. 37.00 hours – term time plus 2 days
2. 37.00 hours – term time plus 2 days

It is proposed that given the current situation at Compass Primary School, as listed above that the following positions are **added** to the support staff structure:

Educational Support

Teaching Assistant 2 – GRADE 2

1. 29.00 hours – term time
2. 29.00 hours – term time
3. 29.00 hours – term time

Teaching Assistant 3 – GRADE 5

1. 29.00 hours – term time
2. 29.00 hours – term time

HLTA - GRADE 6

1. 35.00 hours – term time
2. 35.00 hours – term time

Administration Assistant – GRADE 2

1. 37.00 hours – term time

Education Welfare Officer – GRADE 7

1. 37.00 hours – term time plus 2 days

Education Welfare Assistant – GRADE 4

1. 37.00 hours – term time

Implementation

Post holders can only express an interest in the available posts within their current grade.

It can also be confirmed that whilst there are currently no suitable alternative posts being advertised across the Trust that the post holders will have the first opportunity to apply for these roles where the alternative post is non-promotional.

Vacancies can be found on [The Brooke Weston Trust Careers](#) page and this will be continually updated.

Method of selection

Some colleagues will be at risk of either losing their job or at risk of having their hours and/or their weeks worked reduced. Where a suitable alternative is identified but this is offered on a lower salary, and will therefore represent a financial detriment, we will offer salary protection for 12 months. Salary protection is not available for a reduction of weeks or hours.

The Academy will consider any volunteers that put themselves forward for redundancy. However, if the redundancy cannot be mitigated in this way, then the Academy will need to go through a selection process.

The cleaner and administrator roles will be self-selecting roles as they are removed from the structure.

The selection process for the education support, education welfare and the new administration assistant roles will be carried out by way of a selection matrix (**Appendix 4**). It is proposed that staff will be scored in accordance with their skills/experience, attendance records and disciplinary records. No absences related to maternity or disability will be included. We will ask post holders to express their preferences for the roles available ranking them in order. We will then use the selection criteria to identify successful post holders. The post holder who has expressed an interest and scores the highest against the selection criteria will secure the post.

Ways in which the impact/number of redundancies could be reduced

The Academy intends to give staff who would otherwise be at risk of redundancy first opportunity to express interest in and be considered for roles within the Trust staffing structure. An offer of the alternative role will be made if it is considered the post holder meets the person specification for the vacancy. If the role applied for is a promoted position then the post holder will be expected to attend a competitive interview.

Any staff member who is facing redundancy can have reasonable time off to attend interviews and training and development and support with writing applications.

The Academy has undertaken a thorough review of its non-pay spending and will continue to scrutinise planned savings in order to minimise the reductions it needs to make to staffing levels.

The Academy's policy on making staffing reductions are attached at **Appendix 6** which will apply should pay protection or redundancies occur.

Method of calculating redundancy pay

The proposed method of calculating redundancy pay will be in accordance with the statutory calculator but using actual weeks' pay (appropriate to all staff irrespective of protected terms and conditions at the point of TUPE).

Attached documents

Appendix 1 – Proposed Timeline
Appendix 2 - Current Staffing Structure
Appendix 3 – Proposed Staffing Structure
Appendix 4 – Selection Criteria
Appendix 5 – Job Description
Appendix 6 – Redundancy Policy
Appendix 7 – Redundancy Estimate where appropriate

Consultation

The formal consultation on the proposed staffing structural changes will commence on Monday 20th May 2019.

Responses and comments are encouraged as soon as possible but the deadline for comments is 9am Friday 5th July 2019.

Appendix 1 – Proposed Timeline

| Date | Action | Comments |
|--|--|---|
| 20 th May 2019 | Start Consultation | Staff & recognised trade unions |
| 5 th July 2019, 9.00am | Consultation ends | Comments Collated |
| 5 th July 2019, 12.00 noon | Consideration of responses and decision on how to proceed. Consultation response document published. Matrix issued for completion. | Nominated senior leader |
| 9 th July 2019, 12.00 noon | Deadline for completion matrix. | Nominated senior leader |
| 9 th July 2019 | Meeting with Principal and letters to employees sent | Principal and nominated senior leader |
| 23 rd July 2019 | Hearing | Principal, nominated senior leader, employee, trade union representative |
| 23 rd July 2019 | Dismissal letters sent | Principal |
| 13 th September 2019 | Appeal deadline | |
| 27 th September 2019 | Appeal Hearing | Executive Principal, Principal, nominated senior leader, employee, trade union representative |
| Notice period in accordance with employment contract | Dismissal | |

Appendix 2 - Posts in current structure

Educational Support

Teaching Assistant 2 – GRADE 2

1. 29.00 hours – term time
2. 29.00 hours – term time
3. 29.00 hours – term time
4. 29.00 hours – term time
5. 17.25 hours – term time

Teaching Assistant 3 – GRADE 5

1. 29.00 hours – term time
2. 29.00 hours – term time
3. 29.00 hours – term time
4. 27.91 hours – term time
5. 15.08 hours – term time

HLTA - GRADE 6

1. 37.00 hours – term time
2. 37.00 hours – term time
3. 37.00 hours – term time

Cleaner – GRADE 1

1. 10.00 hours – term time

Administrator – GRADE 3

1. 22.50 hours – term time
2. 15.00 hours – term time

Education Welfare Officer – GRADE 7

1. 37.00 hours – term time plus 2 days
2. 37.00 hours – term time plus 2 days

Appendix 3 - Posts in new structure:

Educational Support

Teaching Assistant 2 – GRADE 2

1. 29.00 hours – term time
2. 29.00 hours – term time
3. 29.00 hours – term time

Teaching Assistant 3 – GRADE 5

1. 29.00 hours – term time
2. 29.00 hours – term time

HLTA - GRADE 6

1. 35.00 hours – term time
2. 35.00 hours – term time

Administration Assistant – GRADE 2

1. 37.00 hours – term time

Education Welfare Officer – GRADE 7

1. 37.00 hours – term time plus 2 days

Education Welfare Assistant – GRADE 4

1. 37.00 hours – term time

Appendix 5 – Job Descriptions

These can be found on the Trust website:

<https://www.brookewestontrust.org/staffinformation>

Appendix 6 – Redundancy Policy

This can be found on the Trust website:

<https://www.brookwestontrust.org/page/?title=BWT+Policies+and+Financial+Information&pid=92>