



LOCATION : SCHOOL HANDBOOK, SECTION 2, DOCUMENT 10

## **STAFF PLACEMENT POLICY**

Staff placement is reviewed annually at Abbey Court to ensure that the best staff team possible is available to meet the needs of individual pupils, class groups, Departments and the school.

Additionally, it is the view of the Governing Body and Senior Leadership Team that a policy which encourages regular staff movement has the following advantages within a Special School setting:

- a) To facilitate staff development. (Changes in placement allows staff to gain experience of working in different Departments with a wide variety of pupils and other staff).
- b) Allows all pupils to take advantage of the skills of a variety of staff.
- c) Allows for different teams to work together, whose skills are complimentary, to the benefit of a particular class or specific project/activity.
- d) It avoids personality conflicts developing or staff becoming entrenched or burnt out by working for a long period of time in one class or Department.
- e) Allows all staff to be treated fairly.

Staff are always consulted within the policy with regard to placement decisions.

Under the terms of their contract of employment, all staff may be moved across school sites/age-phases in order to meet the needs of pupils and the school.

### **The Annual Placement Process**

1. Annually in the Summer Term all staff undertake an appraisal/ professional development interview. Part of the agenda of this meeting requires staff to evaluate their current placement and to indicate aspirations for future placement.
2. This information is taken to a Senior Leadership Team meeting where pupil class groups are decided and then staff are placed to fulfil pupil/Department and school

needs. “a” to “e” are taken account of as noted above in all decisions taken. Wherever possible the wishes of staff are taken into account. In most cases, when staff are required to move sites, staff are selected who have expressed a firm preference to be moved. However, in some cases this may not be possible, for example if no members of staff are willing or if those willing do not have the skills/experience to meet the needs of the pupils on the other site. If this is the case a selection procedure will be undertaken. All “qualified” staff (ie. those who have the necessary skills/experience) will be interviewed and asked to give their reasons/identify any personal circumstances which will be taken account of by the Leadership Group. Having taken account of each individual’s personal circumstances/reasons the Leadership Group will select a member of staff to move site.

3. Staff are informed at their regular staff meetings, as soon as possible, after Leadership Group decisions have been taken.
4. The Headteacher/Deputy Headteacher(s) are available to advise/support staff who are unhappy about placement decisions. However, unless there are extraordinary, unforeseen circumstances the Leadership Group decision remains final.
5. Staff placement usually happens annually, However it may by necessity take place at other times during the year should unexpectedly –
  - i) pupil needs change
  - ii) staff vacancies arise

KJOY  
July 1996  
Review September 1996  
Review July 1998  
Review May 1999  
Review December 2001  
Review September 2003  
Reviewed September 2005  
Updated October 2007  
Updated November 2009  
Updated December 2011  
Reviewed April 2014  
Reviewed March 2016  
Updated February 2018  
Reviewed February 2020

