Abbey Court School

LOCATION: SCHOOL HANDBOOK, SECTION 2, DOCUMENT 10

STAFF PLACEMENT POLICY

Date policy first adopted: September 1996
Date reviewed: May 2026
Reviewed By: Vicky Aspin
Date ratified by Governing Body: May 2026
Date of next review: Summer 2028

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 allow staff to gain experience 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 complementary, to the benefit of a particular class or specific project/activity.

d) Allows all staff to be treated fairly.

Staff are always consulted within the policy about 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 a 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 Leadership Team meeting where pupil class groups are decided and then staff are placed to fulfil pupil/Department and school needs. "a" to "d" are taken into account as noted above in all decisions taken. Wherever possible, the wishes of staff are considered. 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. In this case, the needs of the pupils will dictate the most appropriate staff member, and these reasons will be shared with any staff impacted.

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's decision remains final.

5. Staff placement usually happens annually; however, it may be necessary to take place at other times during the year should unexpectedly –

   i) The pupil needs change
   ii) staff vacancies arise