



Managing Secondments Policy **Beacon Hill School and Specialist College for Business and Enterprise**

Introduction

A secondment is defined as: the temporary transfer of an employee to another service, project or external organisation. It is intended to provide development opportunities.

Secondment is always a voluntary agreement between the School and an employee. An employee cannot be forced to undertake a secondment - neither can they demand that the School allow them to undertake a secondment

School Aims

This policy will help to deliver the aims of Beacon Hill School in the following ways:

- *promoting ambitious expectations for individual improvement to achieve excellence for all*, by allowing staff to pursue secondment opportunities, thus increasing their skill-sets and learning. Upon their return, the experience gained by staff on secondment is a benefit to pupils. Individual improvement of both staff and students is therefore increased. Furthermore, the secondment of staff into the school exposes pupils to new mentors, with different skills, thus increasing their learning potential.
- *valuing communication and providing the time and opportunity to make it effective*, by communicating with staff and listening to their career aspirations, and then making these a reality through, amongst other things, secondment to other departments and external organisations.
- *promoting an happy, healthy atmosphere of security, trust and respect*, by ensuring that staff are happy in their roles (as discussed above), and that the needs of staff and students alike are respected when considering secondment options.
- *empowering all individuals equally and so meeting diverse needs*, by empowering all staff to achieve their full career potential and also by ensuring that the learning needs of all pupils are met by, amongst other methods, the use of secondment to maximise the skills and experience of teaching staff.
- *celebrating achievement for everyone*, through effective use of secondment to allow both staff and pupils to achieve their targets.

Rationale

The Governing Body believes that secondment within a School can be an effective way of increasing workforce flexibility and developing employee capacity. In order to make best use of this facility it needs to be used properly. This policy proposes a framework within which secondments can be used to benefit both the School and the employee.

Scope

This policy applies to permanent employees of the School who have been in post for more than 12 months. It will not apply to employees with casual contracts or employees with temporary or fixed-term contracts.

Roles and Responsibilities

The Governing Body

Will have a strategic role to monitor, evaluate and scrutinise the operation of this policy to ensure their overriding objectives are achieved. The Governing Body have delegated responsibility to the school staffing committee to undertake this task. This committee will receive an annual update on secondments. Where a change in this policy is required this will be forwarded to the full Governing Body, after appropriate consultation with staff.

The Headteacher

Will have operational responsibility for implementing this policy and ensuring that appropriate cover can be accommodated. This will be achieved by being responsible for ensuring procedures are in place to maintain a detailed calendar of school events/activities, inclusive of teaching timetables, the monitoring of sickness and other absences, together with ensuring secondment applications are considered reasonably.

Senior Management

To provide the Headteacher with the information they require to carry out their role, in terms of what cover maybe needed to support the secondment.

Staff

To follow the school sickness reporting procedures, ensuring that cover arrangements (both short and longer term) can be reasonably be expected to be accommodated. In addition, where requests for leave of absence are made they should be done at the earliest opportunity to ensure cover can be reasonably accommodated.

Internal Secondment

An internal secondment will be initiated by the secondment opportunity being identified and advertised within the School. The relevant School recruitment and selection policy and process shall apply. When submitting the completed recruitment application form the employee must, in all instances, obtain a letter supporting their secondment from their line manager. Any variations to this procedure must be approved by the Chair of Governors and Head Teacher

Duration

Secondments can be for durations of up to 12 or 18 months. Any extension beyond this will require the approval of the Head Teacher and Chair of Governors. Any significant extension may require the employee to relinquish their substantive post with the School.

Pay and Terms and Conditions of Employment

The Chair of Governors will determine the appropriate pay and conditions in conjunction with the relevant manager/Head Teacher

Secondment Agreement

The agreement to take up a secondment will be formalised in writing. A standard agreement will be provided for this purpose, to be completed by the Chair of Governors in conjunction with the Head Teacher.

Cessation of Secondment

On cessation of a secondment the employee will return to their substantive post. If however the post no longer exists within the School then the employee will be considered for redeployment opportunities within the terms of the School's relevant policy or procedure - as specified in the terms and conditions of the secondment agreement.

If, during the secondment period, any restructuring occurs that affects the substantive post the secondee will be included in the consultation process and treated as if they were still in post.

The secondment agreement may otherwise be terminated earlier by agreement or by four weeks notice being given in writing by either party.

Employees Being Seconded Externally

An employee may have an opportunity to be seconded, or the School may wish to second an employee, to an external organisation. In the first instance a request shall be submitted in writing to the Chair of Governors for their comments and management approval.

Duration

Secondments can be for durations of up to 12 or 18 months. Any extension beyond this will require the approval of the Chair of Governors. Any significant extension may require the employee to relinquish their substantive post with the council.

Pay and Terms and Conditions of Employment

The employee's terms and conditions of employment during an external secondment will be determined in agreement with the external organisation and the School.

Secondment Agreement

The agreement to take up a secondment will be formalised in writing. A standard agreement will be provided for this purpose, to be completed by the Chair of Governors or Head Teacher

Cessation of Secondment

On the cessation of a secondment the employee will return to their substantive post. If however the post no longer exists within the School then the employee will be considered for redeployment opportunities within the terms of the School's relevant policy or procedure - as specified in the terms and conditions of the secondment agreement.

If, during the secondment period, any restructuring occurs that affects the substantive post the secondee will be included in the consultation process and treated as if they were still in post.

Agreement or the appropriate notice being given in writing by either party may otherwise terminate the secondment agreement.

Secondments into the School

A secondment can only be initiated by the secondment opportunity being identified and advertised by the School, or by partnership organisations. The relevant School recruitment and selection policy and process shall apply.

Duration

Secondments can be for durations of up to 12 or 18 months. Any extension beyond this will require the approval of the Chair of Governors and the Head Teacher.

Pay and Terms and Conditions of Employment

The pay and conditions of the secondment opportunity will be determined by the Governing Body, or their representative, and the secondee's substantive employer and in consultation with the secondee.

Secondment Agreement

The agreement to take up a secondment should be formalised in writing by the secondee's substantive employer and must be agreed by the secondee's employer and the School's Governing Body.

Cessation of Secondment

On the cessation of a secondment the employee will return to their substantive employer.

The secondee is not an employee of the School and cannot therefore be considered for any internal vacancies that may arise.

The secondment agreement may otherwise be terminated by agreement or four weeks notice being given in writing by either party.

Permanent Arrangements

If at any time the service area / external organisation wishes to confirm the seconded position as permanent, the Governing Body must be consulted in the first instance.

NORTH TYNESIDE COUNCIL
APPLICATION FOR SECONDMENT

School:.....

Name:.....

Post:.....

Employee Number:.....

Place of Secondment:.....

I wish to make application for secondment in accordance with the Council's agreed scheme.

My secondment will involve:.....
.....
.....
.....

The date(s) of secondment will be:-

From:..... To:.....

Signed:..... Date:.....

FOR SCHOOL USE ONLY:

The secondment requested above is approved / refused *(delete as applicable)*

If the secondment is not approved, please give reasons below:
.....
.....

Signed:..... Date:.....
(Chair of Governors/Headteacher)