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ABERDEEN CITY COUNCIL

**PROTOCOL FOR THE REVISION OF SCHOOL MANAGEMENT STRUCTURES**

*Introduction*

It is recognised that, under certain circumstances, it may be appropriate to review school management structures, for example, where a post becomes vacant it is good practice to review whether a direct replacement is required, or if it would be more appropriate to replace the vacancy with a different post.

This protocol sets out the steps to be taken when reviewing the management structure of a school.

*Stage 1 Decision to Review Structure*

The Head Teacher should discuss the possibility of reviewing the structure with the QIO, outlining the reasons for wishing to undertake a review and the proposals under consideration.

*Stage 2 Consultation*

The proposals should be circulated to all staff for consultation. The consultation document should include:

* The reasons for proposing the review
* The rationale underpinning the proposals
* Any staffing implications
* The next steps in terms of progressing the proposals, and how they will be implemented
* A deadline for feedback. A minimum of 2 weeks should be allowed for consultation feedback to be submitted

*Stage 3 Review of Feedback*

All feedback received through the consultation process should be given due consideration, and the proposal should be amended in light of the feedback if appropriate.

The final proposal should be circulated to all staff for information.

*Stage 4*  *Service Manager Approval*

The fully costed proposal should be submitted to the appropriate Service Manager who will review the affordability of the proposal, and determine if it is fit for purpose.

*Stage 5 Head of Schools Approval*

If approved by the Service Manager, the proposal will be submitted to the Head of Schools for ratification.