



Department of
Education

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Application for _____
TERMINATION OF A TEACHER'S EMPLOYMENT
_____ on the Grounds of Efficient Discharge

Application for Termination of a Teacher's Employment on the Grounds of Efficient Discharge

1. This application form **must** be completed by the school's Board of Governors when notifying the Employing Authority/Department of the proposed termination of employment on the grounds of Efficient Discharge (ED).
2. **All** sections of the form must be completed and only information which is submitted within this application will be considered by the Department.
3. Completed forms must be submitted to the appropriate Employing/Funding Authority **by 04/06/2014** for consideration and countersignature, and forwarded to the Teachers' Negotiating Team, Department of Education **by 25/06/2014**.
4. Guidance on completion of this form can be found in Annex 1 of Circular 2014/11.

Name of Teacher _____

Teacher Ref No _____ Date of Birth

Name of School _____

Address _____

_____ Postcode _____

School Reference Number /

Position Held in School
(including any responsibilities) _____

Main Subjects Taught
(including percentage of time spent on each) _____

Length of Service in Current School _____

Working Pattern _____
(Full-Time or Part-Time – If part-time, number of days per week, eg 0.6)

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Objective of Efficient Discharge

Terminating teachers' employment on grounds of Efficient Discharge is a management tool anticipated to drive up standards by:

- (i) Re-energising and motivating pupils through exposure to improved levels of leadership, teaching and learning, allowing them to attain and sustain higher levels of achievement.
- (ii) Enabling the recruitment of teachers with a different skillset, making learning more interesting and engaging for pupils.
- (iii) Benefiting pupils in circumstances where aspects of existing teaching/leadership changes to bring about a more dynamic, collaborative approach which serves to impact positively at whole school level; and enabling employers to encourage teachers who are unable to keep pace with change to exit the profession with dignity.

This application form should provide relevant comprehensive supporting evidence to illustrate how the termination of this teacher's employment on the grounds of Efficient Discharge will assist the school in contributing to the Department of Education's corporate goals and the objectives of Efficient Discharge.

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PART 1 – ASSESSMENT CRITERIA

All applications for Efficient Discharge will be assessed by the Department against the criteria based on the Department of Education's corporate goals. Applications should demonstrate **in as much detail as possible**:

- The contribution that this application will assist in making towards each of the goals;
- Anticipated improvements and/or benefits which will be derived in relation to each of the goals;
- How these improvements/benefits are expected to be achieved; and
- The process and frequency by which these will be measured and monitored.

In addition to evidence regarding contribution towards the DE Corporate Goals, **qualitative evidence** regarding other expected improvements/benefits (arising from the Efficient Discharge) will also be considered.

Baseline statistical information, and associated targets, as set out in each schools Development / Action plan, should be set out for all relevant criteria along with the anticipated statistical increase.

1. RAISING STANDARDS: (Essential Criteria)

Through high quality teaching, ensuring that all young people enjoy and succeed in their education and that their progress is assessed and their attainment recognised, including through qualifications.

Please provide statistical information on:

Post Primary

- (i) The current number and percentage of pupils who have achieved 5 GCSEs at Grade A*-C (or equivalent) including GCSE English and Maths in accordance with the existing School Development/Action Plan.
- (ii) The anticipated increase in each year over a 3 year period if Efficient Discharge was approved.

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Primary

- (i) The current number and percentage of pupils who have achieved Key Stage 2 Communication in English or Irish (as appropriate) and Key Stage 2 Maths in accordance with the existing School Development/Action Plan.
- (ii) The anticipated increase in each year over a 3 year period if Efficient Discharge was approved.

Additional sheets can be added.

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2. CLOSING THE PERFORMANCE GAP: (Essential Criteria)

Addressing the underachievement that exists in our education system; ensuring that young people who face barriers or who are at risk of social exclusion are supported to achieve their full potential; and ensuring that our education service is planned effectively on an area basis to provide pupils with full access to the curriculum and Entitlement Framework.

Post-Primary

- (i) Demonstrate the anticipated increase in the number of young people from disadvantaged backgrounds who should leave school with at least 5 GCSEs A-C* including English and Maths.
- (ii) Demonstrate the anticipated improvement on statistics that show in 2011/12 only 34.1% of school leavers with free school meal entitlement achieved at least 5 GCSEs A-C* including English and Maths compare with 67.9% of those without free school meals.

Primary

- (i) Please provide baseline information on the proportion of pupils at the expected level in Key Stage 2 communication in English or Irish (as appropriate), in accordance with the existing School Development/Action Plan and clearly state the anticipated improvements with a 2 year period.

Additional sheets can be added.

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3. DEVELOPING THE EDUCATION WORKFORCE: (Where relevant)

Recognising the professional role of teachers and school leaders in developing an effective curriculum and raising standards and also the important role of other education professionals and those who support them.

Demonstrate how staff will be equipped with the necessary skills to deliver an effective curriculum and raise standards. Provide details of specific improvements anticipated, if not included in previous sections.

Additional sheets can be added.

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4. IMPROVING THE LEARNING ENVIRONMENT: (Where relevant)

Making sure that strategic investment supports the delivery of area plans; that the premises in which young people learn are safe, fit for purpose and conducive to learning; and that the environment provides opportunities for sharing and for building a more cohesive society.

- (i) Provide current pupil attendance levels for all pupils and for pupils in receipt of free school meals and state expected improvement over each of the next 3 years.
- (ii) Provide information on current proportion of year 12 pupils staying on for years 13/14 and the expected impact.
- (iii) Set out current sickness levels for teachers and other staff and the expected reduction in each year for the next 3 years.

Additional sheets can be added.

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5. TRANSFORMING THE GOVERNANCE AND MANAGEMENT OF EDUCATION: (Where relevant)

Ensuring that the arrangements for governing and managing education are modern, accountable and child-centred and that education services are delivered efficiently and effectively in support of schools.

Please provide detail to outline the expected improvement in governance and the effective use of the school budget allocation.

Additional sheets can be added.

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PART 2 – ADDITIONAL INFORMATION

Tick as appropriate

- | | | |
|--|------------------------------|-----------------------------|
| (i) Has this application been initiated by the Employer and not the teacher? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (ii) Is the teacher in agreement with his/her proposed termination of employment under Efficient Discharge? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iii) Has a timescale for release of the teacher been considered/agreed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iv) Has the Employing/Funding Authority given consideration to interim arrangements should the teacher be released under Efficient Discharge? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (v) Has the teacher been made aware that he/she should not resign before a decision has been reached by the Panel? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (vi) Is the Employing/ Funding Authority aware that vacancies for replacement teachers should not be advertised until notified of the Panel's decision? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (vii) Is the Employing/ Funding Authority aware that re-employment of the teacher released under Efficient Discharge is particularly difficult to justify (<i>reference Section 10 of the Circular</i>)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (viii) Has the teacher received, or been recommended for, a performance pay increase in the last 2 years?
<i>(Employers should provide previous two PRSDs as documentary evidence)</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (ix) Were all of the following personnel policies/flexible provisions considered as alternatives to Efficient Discharge? | | |
| • Termination on the grounds of unsatisfactory performance | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Termination on the grounds of significant deficiencies in teaching and/or management and leadership | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Stepping down by the teacher | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Sick absences – Employers should provide the number occurrences and number of days lost to sickness in each of the last two years as documentary evidence. | | |

(Employers should provide documentary evidence, where relevant, to support declarations as to why these options were not applicable/practicable.)

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DECLARATION BY SCHOOL BOARD OF GOVERNORS

Proposed Date of Termination _____

Proposed Compensation Package/Amount To Be Awarded _____

I declare that the information contained in this application is accurate. The Board of Governors recommends that the employment of the teacher be terminated on the grounds of Efficient Discharge.

I can also confirm that the teacher is **not** currently:

- (i) on long-term sick absence or pursuing retirement on the grounds of ill health; or
- (ii) suspended from duty or under investigation for professional misconduct which could result in disciplinary action.

Signed _____ Name _____

Title/Position _____ Date _____

The School Board of Governors should submit completed application forms as follows:-

- Controlled schools - to the relevant Education and Library Board
- Catholic Maintained Schools - to CCMS
- Voluntary Grammar and Grant-maintained Integrated Schools - DE, Schools Finance Branch

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DECLARATION BY FUNDING / EMPLOYING AUTHORITY (where relevant)

Proposed Date of Termination _____

Proposed Compensation Package/Amount To Be Awarded _____

I have considered the eligibility and validity of this application, and have carried out due diligence to determine that the eligibility criteria are met.

In the interests of the efficient discharge of the Employer's functions I recommend that the teacher's employment in reckonable service be terminated with effect from the proposed date.

Countersigned _____ Name _____

Employing/Funding Authority _____ Date _____

**Please return completed application to the
Teachers' Negotiating Team, Department of Education.**

FOR OFFICIAL USE ONLY

Following a meeting of the Panel on _____, termination of employment on the grounds of Efficient Discharge is approved/not approved*

Signed _____ Name _____
(Department of Education)

Date _____

No decision should be conveyed to a teacher on any application until the Department's decision is recorded. Schools should not enter into any agreement with teachers prior to approval from the Department.