

SECTION 12

Resignation, Retirement et alia

Introduction

Teachers may leave the education service for a number of reasons. These include:

- (a) resignation;
- (b) retirement;
- (c) desertion of post;
- (d) dismissal;
- (e) death.

It is essential that clear policies exist to deal with each of the above and that everyone involved, particularly Headteachers, are fully aware of the action they must take when such an event occurs. Not only must the necessary steps be taken to cancel salary and allowance payments and deal with any housing issues but some form of communication appropriate to the situation should be sent to the teacher or the relatives.

Checklist

- (1) Have policy statements been drafted on resignation, retirement etc?
- (2) Have instructions been issued to Regional and/or District Education Officers regarding the action to be taken when resignation, retirement, desertion of post, dismissal or death arises?
- (3) Are all Headteachers aware of the actions they must take when such situations occur?
- (4) Has a timescale been built into the procedural arrangements?

Policy Suggestions

When a post becomes vacant for any one of the reasons described above steps must be taken without delay to inform the finance department. This is particularly important when payments to teachers are made directly into their bank accounts.

On retirement and on death the Ministry of Education should be seen as a caring employer. A senior officer at local level must ensure that appropriate responses are made whenever these situations are notified.

As the dates of resignation and retirement are normally known some time in advance, steps should be taken as soon as intimation is made to find a replacement. The school roll should be examined to ensure that a real vacancy exists. If this is confirmed the Headteacher, particularly in secondary schools, should be asked to indicate the teaching subjects the school most urgently requires. The Regional or District Education Officer should be involved, particularly where it is possible that the vacancy might be filled by a transfer from a school in the neighbourhood which is overstaffed.

In the case of retirement of promoted staff, particularly in the case of Headteachers, the vacancy should be advertised at the earliest possible date and moves made to fill the post with the minimum of delay.

Procedures for Consideration

When a teacher retires, administrative action must be taken to ensure that the payment of salary and allowances cease and that the pension due is authorised. Where the teacher has given long and faithful service, a letter of thanks should be sent. In the case of teachers, this could be the responsibility of the Headteacher; in the case of Headteachers the letter should be signed by the District/Regional Education Officer and, in exceptional cases, by a senior officer in the Ministry of Education.

When a teacher in service dies, it is important that the Headteacher offers condolences to the family and supports them in an appropriate manner. The education service must appear to the family and the community as a caring and supportive employer.

Desertion by a teacher of his/her post must be reported by the Headteacher immediately. Action should then be taken to cancel salary and allowance payments. It may be necessary to trace the teacher in order that any outstanding loans can be repaid.

Dismissal will only arise when authorised by the Ministry of Education, the Teaching Service Commission or other employing body. It is important that the Regional or District Education Officer and the Headteacher are informed at the earliest possible date if this occurs. In certain circumstances parents should be advised of this action.

References:

Turning the Tables on Teacher Management

Chapters 11, pages 48-51

19, page 82

20, pages 84-86