
MIDLOTHIAN NEGOTIATING COMMITTEE FOR TEACHERS

Professional Update Deferral Process

Brief description

The attached agreement meets the requirements of the GTCS's Professional Update Scheme Deferral Process (August 2014).

Head Teachers/line managers are asked to ensure that all staff who are GTCS-registered become familiar with the deferral process.

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Circulated to: All Schools, Teacher Unions, SNCT

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1. INTRODUCTION

- 1.1 Midlothian Council recognises that there are a number of circumstances which may make completion of the Professional Update process within the designed timescale difficult including but not exclusively career breaks, extended illness, maternity / paternity / adoption leave, unemployment or engagement in only occasional supply work, for which extensions to the 5 year sign-off period may be required.
- 1.2 Sign-off is normally required to be completed by 1 July in any year although the GTCS can allow until 31 October in the new academic session for this to occur where there are unforeseen circumstances that make it impossible to meet this date. If a teacher is genuinely unable to complete the Professional Update sign-off process in the designated year then the teacher should have the opportunity to request a deferral.
- 1.3 The steps that a registered teacher who wishes to defer their Professional Update sign-off are outlined below:

2. PROCESS

- 2.1 Deferrals will normally be granted for a period of one year from the date of application. Deferral requests should, where possible, be submitted before 30 April in the year sign-off is supposed to occur (it can be submitted in advance where necessary). If a deferral request is successful, the teacher will normally be expected to complete the Professional Update sign-off process during the following academic session. Only in exceptional circumstances, and where there is just cause, will more than one application for deferral be granted. If a subsequent deferral is required, the teacher must submit a fresh deferral request detailing the reason for the additional request. Where a teacher knows in advance that a deferral period greater than one year will be required e.g. an extended career break, the teacher should discuss this with his / her Head Teacher in the first instance, and notify GTC Scotland of the planned deferral period and the related reasons. This should be done by sending an e-mail to: professional.update@gtcs.org.uk
- 2.2 The decision to grant a deferral from completion of the Professional Update sign-off process sits with Midlothian Council in the first instance. A registered teacher seeking a deferral is required to submit in writing a request to their line manager to defer their Professional Update sign-off with a copy also being sent to the Head Teacher. Any relevant additional information in support of the application should be appended to the letter of application.

This online functionality is only available when the registered teacher has a reviewer associated and can be found in the bottom right hand section of the Professional Update homepage in the GTCS website www.gtcs.org.uk . Applying to defer Professional Update sign-off is only required via MyGTCS if it is the registered teacher's sign-off year. Clicking the 'Request Deferral' button will present a pop-up box asking for a reason for the request. Once the details are entered and the confirm button selected the Reviewer will receive an email containing the details of the request which they can action. The registered teacher will receive an email advising whether the request has been authorised or rejected and the Professional Learning and Development Department at GTC Scotland will then amend the record held on the Register.

Further, more detailed information about the deferral process can be found in the Professional Update Guidance Notes www.gtcs.org.uk/web/FILES/professional-development/professional-update-guidance-notes.pdf and Teachers considering applying for a deferral are encouraged to read the guidance notes.

Registered teachers who are not in a permanent or fixed term post and who do not have a Reviewer should contact the Education Support Officer (Staffing / Teacher Education).

- 2.3 If an application for deferral is considered to be unsuccessful by the immediate line manager, then the Head Teacher, the Education Support Officer (Staffing/Teacher Education) and if required, the Head of Education should be consulted before a final decision is made.

The Council's Grievance Procedure for Teaching Staff should be followed if an individual disagrees with a decision regarding a Professional Update Deferral request.

- 2.4 Registered teachers who are unable to access the GTCS website should submit a written deferral request to their line manager outlining their reasons.
- 2.5 Registered teachers should be informed by their line manager of the outcome of their deferral request within 28 working days of date of receipt.