

FALKIRK COUNCIL
Local Negotiating Committee for Teachers

Management Side
Education Services
Sealock House
2 Inchyra Road
Grangemouth
FK3 9XB

Teachers' Side
Haypark Business Centre
Room 5 Suite A
Marchmont Avenue
Polmont
Falkirk FK2 0NZ

Date: 30 May 2017

Dear Colleague

LNCT 38
Voluntary Transfer Process - Primary Teachers

Agreement has been reached by the LNCT on the process to be used within Children's Services to provide teachers opportunity to transfer between schools at the start of the academic year.

This agreement recognises the role this process has in retaining teachers in Falkirk Council.

The terms of this agreement are:

1. Eligibility

- Expressions of interest are sought from full or part-time permanent teachers who have been in their current post for a minimum of 2 years.
- Submitting an expression of interest does not commit Falkirk Council or the teacher.

2. Limiting Factors

- Priority will be given to teachers in schools with projected surplus staffing.
- Expressions of interest received will be considered against projected vacant posts in the destination school.
- Transfer will only be progressed where the agreement of both Headteachers and the teacher exists.
- Teachers currently subject to formal HR procedures may not be considered eligible to transfer until such processes are either satisfactorily concluded or agreement is reached to process the transfer.
- Transfers will be permanent unless by agreement per section 3 of the application form.
- If more than one teacher expresses an interest in the same vacancy then a selection process will be used.
- Following transfer, all other terms and conditions will remain unchanged.
- There is no eligibility to reimbursement of excess travel costs.

3. Timelines

- March - Expressions of interest submitted by email, completed on the accompanying form
- April - Transfer opportunities will be notified in writing to the teacher.
- May – Confirmation of agreed transfer arrangements to be reached.

4. Review

- This agreement may be reviewed at the discretion of the Joint Secretaries.

Yours sincerely

Gary Greenhorn (Management Side)
Margaret Smith (Teachers' Side)

Joint Secretaries

Voluntary Transfer Process - Primary Teachers Expression of Interest

Section 1 - Personal Details

Name:		Employee No:	
School:		GTCS No:	
Email:		Contact Tel	

Section 2 – Where do you want to transfer to, complete appropriate section as relevant

a. **Transfer to a specific school** - provide up to 3 school names in rank order of preference

1 st Choice:	2 nd Choice:	3 rd Choice:

b. **Transfer to a specific cluster** – provide your preference, 1 being your 1st choice:

Bo'ness		Braes		Denny		Falkirk	
Graeme		Grangemouth		Larbert		St Mungo's	

c. **Transfer to a different setting** – provide your preference, 1 being your 1st choice:

Additional Support for Learning (Any)		Sensory Impairment	
Complex Additional Support Needs		Social Communication Difficulties	
Enhanced Provision		Support Emotional Behaviour Needs	
Outreach		Support for Learning (SfL)	

Section 3 – Additional Support for Learning only

If interested in a transfer into the ASL sector as per section 2c above, tick your preferred option:

Permanent Transfer		Secondment for 2 years	
--------------------	--	------------------------	--

Section 4 - Additional Information

If appropriate, please provide any additional information to support your expression of interest below, if there is insufficient space, please use a separate page and include with scanned document

Section 5 - Authorisation

I understand this expression of interest does not commit either Falkirk Council or myself.

Employee Signature		Date:	
Head Teacher Signature		Date:	

Scan and email your completed form to hr.cs@falkirk.gov.uk