

## Local Negotiating Committee for Teachers – Agreement No.13

### Teacher Exchange Scheme Agreed by LNCT on 9 September 2014

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#### 1. Introduction

- 1.1 The Teacher Exchange Scheme is designed to offer permanent teachers the opportunity for professional development, and also to support the Council to build capacity within its teaching staff.
- 1.2 The benefits of the exchange scheme include:
- Experience of a different socioeconomic school setting,
  - Experience of a different staff culture,
  - Develop knowledge in another area and enhance career development,
  - Management/leadership experience,
  - Professional development or personal refresh
- 1.3 This scheme is for development purposes and will not be used in circumstances such as: redeployment situations which arise from reasonable adjustments being required to be made on medical grounds, requests to transfer due to relationship breakdowns, actions arising out of disciplinary action or winding down.
- 1.4 The scheme is separate from the Career Break Scheme and the Secondment Scheme.

#### 2. Duration of Teacher Exchange

- 2.1 Normally the minimum period for which an exchange may occur is for 1 term (10 week block), and the maximum period is for 1 full academic session. There may be occasions when a shorter duration period will be considered.
- 2.2 Where the exchange is to a promoted post then normally the maximum exchange period would be 1 term.

#### 3. Eligibility

- 3.1 The scheme is open to permanent teachers within all educational establishments (early years, special schools, primary and secondary).
- 3.2 A supporting statement of suitability and agreement for placement from the Head Teacher, confirming that there are no disciplinary, competence or employee relations issues, will be required.
- 3.3 Teachers who are on maternity, paternity, or adoption leave, and who meet the eligibility criteria may apply for an exchange.

#### **4. Application Procedures**

- 4.1 There are 2 routes to participate in the exchange scheme:
1. Teacher finds a colleague with whom they may wish to enter into an exchange arrangement.
  2. Teacher requests to participate in exchange scheme and identifies area of development required.
- 4.2 Teachers who wish to participate in the scheme must submit the “Teacher Exchange Application Form” (appendix 1) to the Manager – Professional Learning/Workplace Development.

#### **5. Approving Applications**

- 5.1 The process of matching exchange teachers will be managed by the Manager – Professional Learning/Workplace Development in conjunction with the relevant Head Teacher and the Service Manager for the school(s).
- 5.2 Applications will be dependent on suitability of all applicants and the needs of schools and the service. A match cannot be guaranteed in every case.
- 5.3 Teachers will be given a written response, setting out the decision in principle normally within 4 working weeks of the application. Where the decision taken has been to decline the request for an exchange, or where no partner can be identified, the teacher will be advised of the reasons for this decision.
- 5.4 A teacher who has been granted an exchange and who, prior to the date of commencement, decides not to proceed must give the Manager – Professional Learning/Workplace Development at least 4 weeks’ notice of this.

#### **6. Line Manager during Exchange**

- 6.1 During the period of exchange the Head Teacher of the school in which the teacher is working for the duration of the exchange shall be deemed to be the teacher’s line manager. The Head Teacher should ensure a plan is in place prior to the exchange commencing. Support on developing the plan can be provided from the Professional Learning Unit.

#### **7. Position Regarding Promoted Posts**

- 7.1 In circumstances where there is an opportunity to support an exchange to enable a Teacher to experience operating within a promoted post, this will be considered where it is clearly identified as a leadership development opportunity. For example a DHT seeks experience of the HT role, or a PT seeking experience of a DHT role.
- 7.2 In such circumstances the existing promoted post holder would act as Mentor to support the development of the exchange Teacher and ensure that the best use of the opportunity can be made. Regular meetings should be established to ensure that support is in place discuss issues and review progress.
- 7.3 For development opportunities within promoted posts the exchange would normally be for a shorter duration period. Development can be through the opportunity to focus on a particular issue or part of the remit. This would be by mutual agreement and with the involvement of the Manager – Professional Learning/Workplace Development to ensure that this does not have a detrimental impact on service delivery.

- 7.4 Where an exchange is agreed for a promoted post this is not regarded as an acting appointment and therefore clause 1.61 and clause 1.62 (SNCT Handbook – Part 2 Section 1) does not apply.

## **8. Conditions of Service/General**

- 8.1 There will be no effect on pay during the voluntary exchange period. Both individuals will receive their normal salary. The exchange will be treated as continuous service for statutory and contractual purposes.
- 8.2 A teacher will be entitled to apply for early return from an exchange should there be unforeseen difficulties which cannot be resolved satisfactorily. In this circumstance the teacher should contact the Manager – Professional Learning/Workplace Development as the needs of both participants in the exchange require to be considered.
- 8.3 At the end of the exchange period the teacher will return to the post they held prior to the exchange.
- 8.4 At the end of the exchange period the participating Teacher(s) must complete a report identifying the benefits gained and how this develops their professional learning. The Head Teacher should provide a short report identifying how the exchange benefited the school. The reports should be forwarded to the Professional Learning Unit for recording purposes.
- 8.5 Any matters arising from Teachers or Head Teachers during the course of the exchange should be discussed in the first instance with the Manager – Professional Learning/Workplace Development.

## **9. Monitor/Review**

- 9.1 During the first year of implementation the scheme will be monitored on an on-going basis by Service Manager. At the end of this period a review will be undertaken and any adjustments required will be implemented following agreement by the joint secretaries.

## APPLICATION FOR TEMPORARY TEACHER EXCHANGE

Part 1 of this form must be completed by the first teacher  
Part 2 of the form, must be completed by the second teacher

### PART 1

#### Teacher's Details:

Name:		
Address for Correspondence:		
Email address:		
Contact Telephone No.		
Name & Address of Existing School:		
Have you previously been on a teacher exchange?	Yes <input type="checkbox"/>	No <input type="checkbox"/> If yes, state when and duration

#### Exchange Details:

Duration of Exchange	
Identify Development Benefits	
School in which you wish to exchange	
<p>I certify that the information which I have given in this application form is true and complete. I have read the conditions under which a teacher exchange arrangement is granted and I agree to abide by these conditions. I understand that any incorrect or inaccurate information supplied by me in this form shall render my teacher exchange null and void.</p> <p>Signed: _____ Date _____</p>	

#### Approval – to be completed by Education Service Manager

I approve the Teacher Exchange Application	<input type="checkbox"/>
I do not approve the Teacher Exchange Application Reason:	<input type="checkbox"/>
Signed: _____	Date: _____

**PART 2**

**Part 2 of the form, must be completed by the second teacher**

**Teacher's Details:**

Name:		
Address for Correspondence:		
Email address:		
Contact Telephone No.		
Name & Address of Existing School:		
Have you previously been on a teacher exchange?	Yes <input type="checkbox"/>	No <input type="checkbox"/> If yes, state when and duration

**Exchange Details:**

Duration of Exchange	
Identify Development Benefits	
School in which you wish to exchange	
<p>I certify that the information which I have given in this application form is true and complete. I have read the conditions under which a teacher exchange arrangement is granted and I agree to abide by these conditions. I understand that any incorrect or inaccurate information supplied by me in this form shall render my teacher exchange null and void.</p> <p>Signed: _____ Date _____</p>	

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Signed: _____	Date: _____