

Aberdeen City Council

Voluntary Transfer Scheme for Teachers

Purpose

- To provide an opportunity for main grade class teachers to voluntarily transfer to a main grade class teacher post in a different school on a permanent basis in order to support their professional development by gaining experience of teaching in a different setting
- To improve retention of teachers within the Council by reducing the number of teachers who leave the Council to seek opportunities elsewhere to gain a broader range of experiences.

Scope

- The scheme will apply to all permanent main grade class teachers across primary, secondary and special schools within Aberdeen City Council.
- The voluntary transfer scheme will operate as a once per year 'window' system, where applications must be submitted by the end of Term 2 in each academic year, with a view to transfers commencing in Term 1 of the next academic year.
- This scheme is not intended to replace policies governing surplus staffing. The protocol for excess teaching staff is found [here](#).
- This scheme is also not intended to provide alternatives to competence or capability situations, which will be managed using the relevant policy / procedure. As a result, an employee currently being managed under the [Framework on Teacher Competence](#) from the Support Stage onwards are not eligible for this scheme. Teachers on Stage 1, Attendance Management are eligible to apply.
- In circumstances where a transferring teacher may need specific support and/or adjustments to be put in place, these should be identified to the Head Teacher at the new school, at the earliest opportunity, to ensure that such support/adjustments can be supported.

Process

- Head teachers should communicate the scheme to their staff teams and ensure that the detail of this scheme is accessible to all teachers.
- Class teachers with permanent contracts, who wish to be considered for a permanent transfer to a different school, should discuss their request and the proposed benefits that the transfer would bring for the class teacher identified with their current Head Teacher.
Following that discussion, a voluntary transfer request form (link) should be submitted to the current Head Teacher. Submissions should set out the benefit(s) that the transfer would bring for the class teacher.

- Transfer Request forms require a signature and supporting statement from the current Head Teacher. Reasons for declining a request should be clearly communicated to the class teacher in writing, following discussion with the QIM for the school.
- Forms should be submitted by email to EDUOpsSupport@aberdeencity.gov.uk by close of business on the last school day of Term 2 (December) in any given academic year (unless specified otherwise) and will be considered by the Quality Improvement Manager with responsibility for staffing in terms of potential vacancies across the city.
- It should be noted that submitting a voluntary transfer request at the initial stage does not commit either party to a contractual change.
- All applicants for the scheme will be considered as part of the annual staffing exercise and vacant posts.
- Applicants will be provided with a response as to whether their transfer request can be accommodated and which school / offering this is for consideration by the applicant.
- If accepted by the applicant, any transfer will be confirmed in writing and a revised contract of employment will be issued.
- It should be noted that any voluntary transfer agreed does not entitle the post holder to additional travel costs to their base location should these be incurred.
- No changes will be made to the working hours and / or working pattern of a transferring teacher without the express agreement of the teacher.

Application for a Voluntary Transfer - Teachers

Please complete this form to indicate your interest in a voluntary transfer for a class teacher role within Aberdeen City Council. Approval is subject to the Service considering future resource requirements, identified vacancies and the scale of requests.

Applications must be submitted by close of business on the last day of Term 2 (December) in each academic session and submitted by email to:

EDUOpsSupport@aberdeencity.gov.uk.

Any change will be effective from the start of the following school session in August.

Name : _____ Payroll Number: _____

Current School: _____

Current Contracted Hours (and working pattern if less than 1fte): _____

Email Address: _____

Please provide details of why you wish to be considered for a voluntary transfer, including the benefits you anticipate it will bring:

Are you willing to consider increasing or decreasing your working hours to facilitate a potential transfer?

Please note: any specific requests relating to primary stage or working pattern will be considered but cannot be guaranteed.

I understand that my request does not commit either the Council or myself to pursuing the request to any subsequent stage.

Employee Signature: _____ Date: _____

Head Teacher Signature: _____ Date: _____