

Title: Voluntary Transfer

Number: E8

Scope

This agreement applies to all Teachers on Teaching Conditions of Service whether on full-time or part-time contracts. This agreement does not, however, apply to Promoted Post Holders.

Introduction

This agreement forms part of the recruitment strategy within Scottish Borders Council schools and provides an opportunity each year for existing Class Teachers (Primary, Secondary, Visiting Specialist and Support for Learning) to indicate an interest in voluntary transfer to another Class Teacher post subject to the following conditions:

- 1 The right to request a voluntary transfer applies to full-time or part-time permanent staff who have been in their current post for a minimum of 3 years.
- 2 Approval of a voluntary transfer is subject to consideration of the future needs of the service, identified vacancies and scale of requests.
- 3 The submission of an application for Voluntary Transfer does not, at this stage, commit Scottish Borders Council to a contractual change.
- 4 Any Voluntary Transfer agreed does not entitle the postholder to the payment of additional travel expenses except in the case of peripatetic posts. Additional travel costs will be paid in accordance with LNCT D9, Payment of Teacher Travelling Expenses & Reimbursement of Expenditure.

Process

A Voluntary Transfer may be requested by completing the attached form "Voluntary Transfer Request Application".



Voluntary Transfer Request Application -Teachers

Please complete the attached form to identify your interest in any of the options that may be available. Approval is subject to the conditions described on Page 1.

Name Payroll Number

Job Title Subject/Stage

Current Hours Current Location

Email address

Please complete the relevant section below.

Transfer to another school

I wish to be considered for transfer to another school. I would consider transfer to **(list schools in order of preference)**:

.....
.....

Transfer to another location

I wish to be considered for transfer to another location. I would consider transferring to **(list school cluster in order of preference)**:

.....
.....

Teacher's Signature Date

Headteacher's Signature Date

The form should be returned to Human Resources, Council Headquarters, Scottish Borders Council, Newtown St Boswells, Melrose TD6 0EG.