

CHILDREN, EDUCATION AND JUSTICE SERVICES

COMPULSORY TRANSFER ARRANGEMENTS FOR TEACHING STAFF
ROLES AND RESPONSIBILITIES

(For information on the selection process see Guidance Note - Compulsory Transfer Arrangements for Teaching Staff)

All Parties

A robust and fair approach to placing surplus teachers must be taken by all parties involved in the process.

Children, Education and Justice Services School Staffing Group

- The Senior Education Officers and Operations Manager manage and support the arrangements associated with the placement of teachers nominated for compulsory transfer in liaison with Head Teachers, Workforce Panel and Staffing Board.
- The Senior Education Officers will convene a group meeting for the staff who have been nominated for compulsory transfer to confirm the transfer process and associated arrangements and to ensure staff are fully supported. Representatives of the trade unions will be invited to attend. The date of the meeting will be notified in due course. (Please note details of vacancies will be circulated after the meeting).
- Following matching meetings, Senior Education Officers will inform nominated teachers and the Headteachers of the outcome of the process.

Nominating Head Teacher's responsibilities

- Head Teachers are responsible for supporting and mentoring the staff they have nominated for compulsory transfer.
- Every effort should be made by Head Teachers to ensure that the teacher nominated for compulsory transfer does not feel that they have failed in some way; rather they should be encouraged to recognise their transfer as an opportunity to broaden their experience.
- Head Teachers must meet with the nominated teacher(s) to advise them of their decision and to outline the transfer process. (The teacher may be accompanied by a representative of a professional association or another person of their choice).
- Thereafter Head Teachers should meet the teacher(s) on an ongoing basis to
 - help them complete the personal profile form if necessary

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- provide on going support and follow up to assist them in their transfer to another job.

Teacher nominated for Compulsory Transfer

- The teacher nominated for compulsory transfer will complete a Personal Profile with assistance from the Head Teacher as required. The profile will be used to identify potential suitable matches and will be forwarded to the receiving Head Teacher.
- The teacher(s) will be invited to attend a meeting for staff nominated for compulsory transfer. The date of the meeting will be notified in due course.
- Where possible the teacher will be invited to express an interest in available vacancies.
- If a teacher is being considered for a vacancy they will be invited to meet the receiving Head Teacher.
- If more than one teacher is being considered for a post, the receiving Head Teacher will identify the most suitable match for the position in their school.
- Sometimes it is necessary for the Department to direct staff to vacancies.

Receiving Head Teacher

- All Head Teachers have a responsibility to meet the exigencies of the service, and make the compulsory transfer process work.
- It is crucial that appropriate arrangements are made within receiving schools to welcome teachers who have been nominated for compulsory transfer.
- The receiving Head Teacher will contact the nominated teacher(s) identified as a potential match for the vacancy in their school and arrange a meeting.
- This is a conversation, not an interview.
- If more than one teacher is being considered for a vacancy the receiving Head Teacher will identify the most suitable match for the position in their school.

Signed:



Lorna French
Joint Secretary (Management)

Date: 1 November 2023



Alison Murphy
Joint Secretary (Teachers)

Date: 1 November 2023

May 2023

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