

Education, Skills and Community Wellbeing Directorate

TRANSFER OF TEACHING STAFF ON TEMPORARY CONTRACTS TO PERMANENCY POLICY

2026

1 INTRODUCTION

This Agreement sets out a framework that balances the interests of temporary teachers while safeguarding Dumfries and Galloway Council's future staffing requirements, ensuring flexibility and adaptability to evolving circumstances.

2 PURPOSE

The Agreement enables the Council to manage teaching staffing requirements in a responsive manner while promoting secure employment opportunities for teachers, wherever practicable. It ensures that temporary teachers receive fair treatment comparable to permanent teaching staff, recognising their valuable contribution, and providing a clear framework for the management of temporary appointments.

3 APPLICATION AND SCOPE OF AGREEMENT

This Agreement applies to all teachers governed by SNCT conditions of service who are employed on a temporary contract, in accordance with the provisions set out in the [SNCT Handbook, Part 2, Appendix 2.8 Section 5](#). In line with the Fixed Term Employees Regulations 2002, any temporary contract extended beyond four years will be made permanent, unless the authority can objectively justify not doing so.

4 TEMPORARY APPOINTMENTS

Where it becomes evident that the need for a temporary appointment is likely to be ongoing or for a longer duration, the individual should be issued with a fixed-term temporary contract as set out SNCT Part 2: Appendix 2.8 A Code of Practice on Short Term Supply [Appendix 2.8A - SNCT Handbook](#).

5 PRINCIPLES

5.1 Under local agreement within Dumfries and Galloway Council teachers who have accrued two years continuous **teaching** service within Dumfries and Galloway Council, can request to be made permanent. This provision excludes the Trainee Induction Year and any Extension Placements.

5.2 A break of 10 working days (including inset days) will be regarded as a break in service.

5.3 Where a permanent employee has been employed on an additional part-time basis e.g., a 0.6FTE permanent contract working an additional 0.4FTE on a temporary basis. The permanent contract does not count towards additional permanency.

5.4 An individual is not eligible to apply for permanent status if any of the following apply:

- They hold provisional registration with the GTCS;
- They are subject to ongoing disciplinary proceedings;
- They are subject to ongoing Stage 2 (Support Stage) underperformance proceedings;
- The GTCS has placed restrictions on registration status, such as a Temporary Restriction Order (TRO).

6 APPLICATION

6.1 Teachers on fixed term temporary contracts and who fulfil the criteria under section 5 should submit Application Form to the Education People Team. Applications should be

submitted once the staff member has accrued two years' service. To ensure consideration in the current year's staffing exercise, applications should be submitted no later than **31 January**.

6.2 Applications will be reviewed by the Education People Team, who will assess the information provided against the application and verify records held on iTrent to ensure the accuracy. Applications will be processed during Term 3 and 4 and outcomes communicated to individuals thereafter.

6.3 Teachers who meet the criteria will be offered a position on the agreed priority basis as follows:-

1. Allocation of Probationers

Local authorities are required to accept an agreed allocation of probationers each year. Positions for probationers must be secured first as part of the Trainee Induction Scheme.

2. Transfer of Extra-Numerary Teachers

As pupil numbers decrease, extra-numerary staff may be identified, and these teachers will be prioritised and offered suitable positions.

3. Permanency Claims

Applications for permanency will be considered in line with the agreed criteria and process.

4. Open Recruitment

Any remaining available positions will be advertised for open recruitment.

7 OFFERS OF EMPLOYMENT

7.1 For all teachers who meet the qualifying criteria permanency will be awarded, based on the average Full Time Equivalent (FTE) worked over the previous 390 working days (24 months) the qualifying period, rounded to the nearest 0.1FTE.

7.2 All permanent vacancies will be ring-fenced for teachers whose applications have been approved as meeting the criteria for permanency within 0.2FTE of their permanency award. This approach ensures a fair and transparent process for all eligible teachers, and no one is treated less favourably. Appendix 1 – Permanency Allocation Flowchart. Where more than one individual expresses an interest in a permanent position, an interview within the school or setting will decide on the preferred applicant. Headteachers will be instructed that they must appoint from the permanency pool. Applicants will be required to provide references. Please note, there is no guarantee that teachers will remain in the setting where they have previously worked.

7.3 Where only one individual expresses an interest in a position they will be directly matched to the role without interview.

7.4 Teachers will be invited to express interest in all permanent positions across the Dumfries and Galloway Council area. Roles located more than 30 miles away for the purpose of employment may qualify for the Council's relocation package [Policy Relocation.docx](#). Positions may be offered between schools, clusters or partnerships.

7.5 Temporary positions with a duration of 12 months may also be ring fenced to teachers whose applications have been approved as meeting the criteria for permanency where no permanent positions are available as followed at section 7.2.

7.6 Where a teacher has been awarded permanent status for part-time hours and already holds a permanent position within the authority, they will only be eligible to apply for additional part-time permanent hours. In line with recruitment policy, positions of 0.2FTE and above must be advertised. Teachers with less than 0.2FTE will be allocated to suitable positions as available by the Education People Team.

7.7 If all permanent and temporary positions of 12 months' duration have been filled, individuals who have not secured a permanent post or temporary employment will automatically be added to the Position Allocation List and retained on the supply list. At all times, individuals are encouraged to apply for any posts that interest them and are required to maintain a portfolio of relevant professional learning.

8. POLICY REVIEW

Under the Fixed Term Employees Regulations 2002, any temporary contract extended beyond four years entitles the employee to apply for permanency unless the authority can objectively justify not doing so.

Kenny Pullen
Schools' Manager - People
Education, Skills and Community Wellbeing Directorate
January 2026

Document History

Scheme Guidance

Version	Revision Date	Previous Revision Date	Summary of Changes
1.0			

Committee Approval

Version	Committee	Committee Date
1.0	LNCT	20 January 2026

Distribution

The approved version of this document is distributed to:

Name	Version	Date

Appendix 1**Permanency Allocation Flowchart**

Appendix 2

TEACHING STAFF ON TEMPORARY CONTRACTS TO PERMANENCY
APPLICATION FORM

Section A: To be completed by the Applicant

Full Name:			Employee No:	
Home Location:				
GLOW Email address:				
GTCS Reg No:			GTCS Registration Subject(s):	
Current School: <i>if applicable</i>				
Contract Status: <i>if applicable</i>				
Preferred FTE should permanency be awarded: <i>Permanent employment status will be awarded to those who fulfil the criteria above and will be to a suitable* and available position and be based on the average of the FTE (rounded to the nearest 0.1) worked by the individual over the previous 24 months</i>				

I confirm that the undernoted is an accurate record of my continuous teaching service within Dumfries and Galloway Council

Signed:

Date:

Print Name:

Completed form should be emailed to:

Education People Team – EducationPeopleTeam@dumgal.gov.uk

Employment History: