

ABERDEEN CITY COUNCIL
EDUCATION, CULTURE AND SPORT

Circular Ref: INF/ASC/004/11

Date: 21 January 2011

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PRIORITY:

Action: ✓

Respond By: 31 March 2011

Information: ✓

Policy:

Procedure:

Replaces Circular:

Admin. Handbook Ref:

WORKFORCE PLANNING: APPLICATION FOR PERMANENCY

A temporary teacher may apply for a transfer to the permanent staff, and the application shall not normally be refused, where a permanent post is available within the Authority and the teacher has given satisfactory continuous service for a period of two years or two school sessions.

Where a temporary teacher has satisfactorily held a series of fixed term contracts which have not been continuous, but where the duration of contracts total 24 months or more over a period of not exceeding 3 calendar years, s/he can make application for transfer to permanent status. Such a transfer will not normally be refused where a permanent post is available within the Authority.

Continuous service is deemed to be service which has not been broken by a period of at least one complete calendar week.

A temporary teacher who will meet the service criteria by the end of this academic session, and who wishes to apply for permanency under this procedure, must have made an application by 31st March. This application should be made on the pro forma attached at appendix 1, and should be supported by the Head Teacher. Where permanency is granted, this will take effect from the start of the next academic session.



David Leng

Head of Schools and Educational Services

Circulation: All Schools

K Foley, HR Business Partner
HR Service Centre

ANNETTE BRUTON
DIRECTOR

APPLICATION FOR TRANSFER FROM TEMPORARY TO PERMANENT STAFF

NAME _____

ADDRESS _____

PAYROLL NUMBER _____

SCHOOL _____

DETAILS OF QUALIFYING SERVICE _____
(Dates and FTE)

HEAD TEACHER SUPPORTING STATEMENT

NAME OF HEAD TEACHER _____

SCHOOL _____

SIGNATURE _____

This form should be completed in full and returned to the Education Team, HR Service Centre, Balgownie One, AECC, Conference Way, Aberdeen, AB23 8AQ no later than 31st March
