



Staff Transfer Policy

Aim of the Langley Academy Trust

To provide an outstanding education for every child in the trust through high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

Links

This policy is linked to:

- Safer Recruitment Policy

Principles

The Langley Academy Trust will act with integrity and will promote equality in all aspects of academy life and encourage and promote career development and opportunities across the Trust.

Guidelines

If an employee is interested in applying for a position in another academy within the Trust, he/she must first have:

- completed one year of service in their current position (in exceptional circumstances the Executive Principal may approve transfers prior to this, but please note that if an employee is still in his/her probation period this may be extended)
- received a satisfactory performance review during the last annual performance and mid-year reviews
- informed their line manager and headteacher of their intent to apply for the position
- the relevant qualifications/experience for the position

As the Trust will already have a full application form on file there isn't a necessity to complete a new one under KCSiE as we would be the same employer. However employees would need to provide an update in respect of their current role and an updated statement of application.

Please note that the headteacher from the current academy and the headteacher from the recruiting academy will discuss the application prior to interview.

If an interview is required, then approval is requested from the current headteacher and an interview day is logged as per the staff absence policy.

If an employee is selected for the position, the HR administrators will agree to a reasonable transfer date, subject to the academy's need, typically not to exceed two months or standard teaching timings.

An employee will be expected to undergo a review period when transferring from one position to another within the Trust. For the purpose of establishing statutory and other employment rights the

employee's period of continuous employment will be from **their original start, and not the transfer date.**

An induction will be completed for the transferring employee, and a formal check-in will take place at 3 and 6 months with their new line manager (outside the usual Line Management and Performance Management meetings) to ensure they are settling into the position, and they have the resources they need to succeed in the new role.

Where relevant, any un-used accrued annual leave must be taken by the employee prior to the transfer to the new position.

Any contractual change (such as pay, working hours or days) will be confirmed in writing prior to the commencement of the new position, and will constitute an amendment to their Employment Contract.

Review Date: June 2019

Ratified Date: June 2019

Author: Gill Jarman

Date of next review: June 2022