

LOCAL AREA TRANSFER SCHEME GUIDELINES 2012

# Human Resources

**Teacher Recruitment**

**GUIDELINES – LOCAL AREA TRANSFER SCHEME**

# Introduction

The Local Area Transfer Scheme provides opportunities for permanent classroom teachers and executive staff (other than principal) to gain new skills, experiences and professional understandings through permanent transfers to another position at the same level in a different school within their school staffing area.

# Eligibility

Classroom teachers and executive staff (other than principal) are eligible to apply for the

Local Area Transfer Scheme provided that they:

* + are permanent (including permanent part time teachers and teachers on part time leave without pay); and
  + have been at their current school in their current position for five years or more.

Teachers are not eligible to participate in the Scheme if:

* + they have been identified as experiencing difficulties with their teaching performance;
  + they are currently subject to disciplinary procedures;
  + participation in the scheme would change return-to-work goals or prevent a return-to-work plan from being achieved in regard to any current workers compensation claim or rehabilitation program.

The applicant’s current principal is responsible for verifying information provided by the applicant on the Application for Local Area Transfer Scheme online application form. This includes verification of position level, areas of responsibility, subjects/teaching area, service eligibility; and that the applicant is performing his or her duties satisfactorily.

In certifying the teacher’s satisfactory performance in the position they hold in the school, please refer to information provided in the [Staffing Procedure for the Teaching Service in NSW Public Schools](https://www.teach.nsw.edu.au/documents/procedures.pdf) document, section C under Ensuring Quality in Teacher Transfers.

# Application

Permanent classroom teachers or executive (other than the principal) applying for a transfer under the Scheme must complete and submit the Local Area Transfer Scheme application form online through the Online Transfer System available through ESS**.**

The schools to which the classroom teacher is seeking to transfer can be listed in preference order or may be grouped to indicate equal preference.

Applicants for transfer are responsible for ensuring that all information on the *Application for Local Transfer Scheme* form is complete and correct. Any statement found to be misleading may result in rejection of the application. If a statement is found to be misleading and the applicant has been appointed to a new position, the appointment

may be rescinded.

In completing their applications, applicants should ensure position level, areas of responsibility, subjects/teaching areas, skills and/or experiences staffing codes are accurate.

# Assessment of Applications

The Director, Recruitment and Employment, will review applicants to confirm eligibility.

Eligible applicants will then be considered by the Manager, Teacher Recruitment, who will seek to maximise the opportunities for transfer.

Applications will be considered on the basis of subject/teaching area approval and also, for executive staff other than principal, area of responsibility. Where the transfer opportunities would otherwise be equal for two applicants, length of service in an applicant’s current school position will be the deciding factor between applicants.

Applications from permanent or permanent part time teachers or teachers on part time leave without pay will be considered in consultation with the teachers and relevant principals.

Teachers should note that they **will be appointed to**, not offered, **a position** at any school on their preference list.

# Conditions

Conditions under the Scheme are those which apply to permanent transfer to a new school. Successful applicants will commence duty in their new school on day one, term one of the year following their application.

*Note:* Procedures for service transfers, including any impact on transfer points, will apply to transfers under the Scheme.

Principals are to avoid, wherever possible, selecting for nominated transfer a teacher who has been appointed to the school under the Scheme in the current school year.

# Relationship with other transfer and exchange processes

An application for the Scheme does not replace any other application for priority or service transfer made by the applicant.

However, where teachers are appointed under the Scheme any other applications for priority or service transfer made by those teachers will no longer be current. Teachers appointed under the Scheme must meet the relevant eligibility requirements in their new

position before being considered for further transfer. The Teacher Recruitment unit will advise teachers appointed under the Scheme about their eligibility for future and promotion opportunities.

# Enquiries

Information about the Scheme is available on the department’s website at:

[https://education.nsw.gov.au/about-us/jobs-and-opportunities/school-careers/teachers/ promotion-and-transfer](https://education.nsw.gov.au/about-us/jobs-and-opportunities/school-careers/teachers/promotion-and-transfer)

Further enquiries regarding the Scheme should be directed to EDConnect on

1300 32 32 32.