



The Island Learning Trust

TILT Internal Staff Transfer Procedure

1. Purpose

This procedure sets out the process for staff within the TILT who wish to transfer from their current academy to another academy within the Trust.

2. Scope

This procedure applies to all employees of the Trust, including teaching and support staff, who wish to apply for a vacancy via a request for a transfer between academies. The transfer process is for a transfer from one role in a School to the same role in another school. This process cannot be used for promotions.

3. Responsibilities

- Employee: Initiates the process by expressing interest to their current Head of School and contacting HR.
- Current Head of School: Holds an initial discussion and informs HR.
- HR Department: Coordinates communication and manages transfer arrangements.
- Receiving Head of School: Considers the employee's suitability.
- CEO: Provides final approval for any internal transfer.
- HR Department: Finalises transfer paperwork and dates.

4. Procedure

Step 1: Employee expresses interest

The employee must meet with their current Head of School to discuss their interest in transferring and implications for their current role.

Step 2: Employee contacts HR

After meeting their Head of School, the employee contacts HR to formally register interest.

Step 3: HR liaises with the receiving Head of School

HR notifies the receiving Head of School, shares relevant information, and coordinates discussions.

Step 4: Approval from the CEO

HR seeks CEO approval before any transfer can proceed.

Step 5: HR finalises the transfer

HR confirms the transfer in writing, issues updated documentation, and coordinates transfer dates.



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5. Timescales

Where possible, transfers should align with notice periods, academic calendar dates, and operational needs.

6. Confidentiality

All discussions relating to internal transfer requests must remain confidential and only shared with relevant HOS and HR.

A HOS may not approach a staff member in another academy to transfer to their school without contacting the CEO first to gain permission.

7. Review of Procedure

This procedure is reviewed annually or earlier if policy or legal requirements change