

INSPIRING WORLD-CLASS
TEACHING PROFESSIONALISM



Teacher Induction Scheme Deferral Process

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Contents

1	Scope.....	1
2	Interpretation.....	1
3	General Principles.....	1
4	Deferral Requests.....	1
4.1	Eligibility Requests.....	1
4.2	Key Principles.....	2
4.3	Procedure.....	2
4.4	Procedure for Appeals	3

1 The teacher Induction Scheme

The teacher Induction Scheme (TIS) is a Scottish Government scheme which provides a guaranteed one year, full time placement to every eligible provisionally registered teacher from one of Scotland's higher education institutes (HEIs). This route is therefore only available to provisionally registered teachers who qualified in Scotland. Eligibility for the TIS is determined by the HEI. The TIS is a structured programme of induction to the teaching profession which, provides: a minimum and maximum class time commitment, set time for professional learning and personal development and access to support throughout.

The Scottish Government, in conjunction with partners (including the Convention of Scottish Local Authorities), has set the employment and other conditions that apply to the TIS. The TIS is a training placement and is not indicative of future employment. Provisionally registered teachers who qualify in Scotland can choose to undertake this scheme or opt out and take the Flexible Route. The TIS is not available for provisionally registered teachers who qualified outside Scotland. GTC Scotland administers some aspects of this scheme as a contracted service.

TIS is designed to follow on directly from a student teacher's successful completion of their initial education programme, starting at the beginning of each school session in August and finishing the following June or July, at the end of the summer term.

This document outlines the process for student teachers or provisionally registered teachers who seek a deferral in the following circumstances: (a) prior to the commencement date of the TIS programme or (b) on or following the commencement date of the TIS programme and before the end of the TIS programme in the same school session.

2 Interpretation

- ❖ "days" means calendar days.
- ❖ "Flexible Route" means the route whereby provisionally registered teachers, who for a range of reasons may complete their required period of probation on a more flexible basis, through employment in a fixed term contract, including supply work.
- ❖ "GTC Scotland" means the General Teaching Council for Scotland.
- ❖ provisionally registered teacher means a teacher of school education who holds provisional registration status on the Register of teachers.

3 Key Principles

GTC Scotland has overall responsibility for making the final decision about a deferral and will do so taking into consideration the views of relevant stakeholders as is seen fit.

GTC Scotland cannot consider or address employment contract, occupational health, or any other employment related issues. These matters should be addressed by the provisionally registered teacher and their prospective or current employer.

This process seeks to take account of both the exceptional circumstances of provisionally registered teachers requesting a deferral and the practical difficulties which a deferral can create for an employer.

4 Deferral Requests

4.1 Eligibility Requests

Requests for deferral from a TIS post will only be considered in exceptional circumstances. A material impact upon the provisionally registered teacher ability to undertake the TIS post will require to be evidenced in any deferral request. Requests will normally be expected to relate to factors out with the control of the provisionally registered teacher, such as material health issues. Because of the intended follow-on of the TIS after successful completion of an initial teacher

education programme and the practical difficulties which a deferral creates for an employer, the following are reasons for deferral requests which would not be considered to constitute exceptional circumstances:

- ❖ travel purposes (including teaching posts abroad);
- ❖ pursuit of alternative career options;
- ❖ teaching posts in independent schools;
- ❖ dissatisfaction with TIS allocation of local authority, school and/or class.

In addition, requests made following commencement of a TIS post will only be considered where there are no employer concerns over the provisionally registered teacher professional conduct or competence.

Deferral requests made following the commencement of the TIS programme should be submitted to GTC Scotland before the 30th of November. Deferrals submitted after this date will not be considered.

A deferral will also not be considered if the provisionally registered teacher has notified their employer or GTC Scotland that they have withdrawn from the TIS programme.

4.2 Process Requirements

- (a) Consideration of a deferral request prior to commencement of a TIS post is strictly subject to the Eligibility request requirements set out above.
- (b) Deferrals will only be considered and granted for a period of up to one year.
- (c) If the deferral request is successful, the provisionally registered teacher is required to take up a TIS post commencing from the August of the following academic session.
- (d) A deferral will not be granted on more than two occasions.
- (e) Only in exceptional circumstances and where there is just cause will more than one application for deferral be granted. If a subsequent deferral (i.e. further to one already granted) is required, the provisionally registered teacher must submit a fresh deferral request to GTC Scotland, detailing the reason for this second request.

4.3 Procedure

- (a) Any application for deferral must be submitted on the appropriate form to GTC Scotland before the 30 November
- (b) The application should be accompanied by relevant evidence to support the request as appropriate. This evidence will remain strictly private and confidential.
- (c) Deferral requests will be considered by an Assessment Panel of GTC Scotland Teaching Standards Education Officers
- (d) The provisionally registered teacher may be invited to submit any additional information which the Assessment Panel may consider necessary.
- (e) The Assessment Panel has the discretion to request the attendance of the provisionally registered teacher at the panel meeting to consider the deferral request. In this regard the provisionally registered teacher would be given reasonable advance notice of the date and time of such a meeting.
- (f) The Assessment Panel will inform the provisionally registered teacher of its decision, together with the reasons for the decision, by email within 7 days from the date of the Assessment Panel meeting. Where this may take longer, the Assessment Panel will let the provisionally registered teacher know when they can expect to receive a response.
- (g) If the deferral request is successful, the provisionally registered teacher's participation in the TIS programme will be deferred until the next TIS session and, where necessary, GTC Scotland will notify the relevant local authority accordingly.
- (h) If the deferral request has been received by GTC Scotland after the start of the TIS in August, and the deferral is successful, the provisionally registered teacher will normally be allocated to the same local authority to start TIS the following August, although this cannot be guaranteed.

- (i) If the deferral request is unsuccessful, the provisionally registered teacher will be given the option to:
- ❖ remain part of the allocated TIS and commence/continue their post; or
 - ❖ withdraw from the TIS and follow the Flexible Route to meet the Standard for Full Registration. The provisionally registered teacher is required to notify the local authority and GTC Scotland of which option they have decided to follow within 14 days from the date of receipt of the email intimating the Assessment Panel's decision.

4. Procedure for Appeals

4.4.1 Appeals against a decision of the Assessment Panel will only be considered if:

- (a) there are material procedural factors which affected the validity of the Assessment Panel's decision; and/or
- (b) there is new material evidence which was not, and could not have been, available to the Assessment Panel.

4.4.2 An appeal against a decision of the Assessment Panel must be submitted in writing, on the form provided by GTC Scotland, within 14 days of the provisionally registered teacher being informed of that decision.

4.4.3 Appeals against decisions of the Assessment Panel will be considered by GTC Scotland officer review. The GTC Scotland officer involved will not have had any direct prior involvement in decision making related to the original request, and will not have served on the Assessment Panel which considered the original deferral request.

4.4.4 The GTC Scotland officer review process will consider whether the grounds for appeal, contained in 4.4.1, are satisfied. In the event that grounds have been met, the officer review process will consider the appeal and reassess the application based on the evidence presented.

4.4.5 The Officer review process may be conducted using remote means and can invite the provisionally registered teacher to submit any additional information in advance of formal consideration of the appeal by the Officer review process. The officer review also has the discretion to request the attendance of the provisionally registered teacher at any meeting to consider the appeal. In this regard the provisionally registered teacher would be given reasonable advance notice of the date and time of such a meeting. The appeal outcome decision of the officer review process, together with reasons for the decision, will be communicated to the provisionally registered teacher by email within 7 days from the officer review process concluding. Where this may take longer, the lead officer will let the provisionally registered teacher know when they can expect to receive the response.

4.4.6 The decision of the GTC Scotland officer review process on any appeal will be final and immediate.

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GTC Scotland *Comhairle Choitcheann Teagaisg na h-Alba*

The General Teaching Council for Scotland is the independent professional body which maintains and enhances teaching standards and promotes and regulates the teaching profession in Scotland. We strive to be a world leader in professional education issues.

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