

# **NORTH EASTERN EDUCATION AND LIBRARY BOARD**

## **SCHEME FOR TEACHING APPOINTMENTS**

**Effective from 1st July 2004**



INVESTOR IN PEOPLE



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## **SCHEME FOR TEACHING APPOINTMENTS**

### **1 REMIT OF SCHEME**

**1.1** This Scheme outlines the procedures and practices to be followed in the recruitment and selection of teaching staff as detailed in paragraph 1.2 below. Its formulation is specified under the authority of Article 153 of the Education Reform (Northern Ireland) Order 1989 which requires each Board to draw up such a Scheme.

### **1.2 POSTS COVERED BY THIS SCHEME**

The Scheme describes the appointment procedures and practices applicable to the following categories of posts:-

- A Leadership Posts – Principal and Vice Principal
- B Other permanent teaching posts
- C Joint posts shared between two or more schools
- D Temporary posts of 12 months' duration or more
- E Temporary posts of less than 12 months' duration
- F Posts available in order to obviate redundancy or in situations of rationalisation
- G Vice-Principal posts becoming available for the first time
- H Peripatetic teachers.

## **2 ROLES AND RESPONSIBILITIES**

### **2.1 ROLE OF BOARDS OF GOVERNORS**

**2.1.1** The Board recognises and acknowledges the enhanced responsibilities which have been delegated to Boards of Governors under the Education Reform (Northern Ireland) Order 1989.

**2.1.2** In relation to leadership posts it will be the responsibility of the full Board of Governors to participate in the appointment. In relation to all other appointments the Board of Governors may establish such committees as it considers necessary, subject to the terms of Articles 25 to 27 of the Scheme of Management for Controlled Schools.

## **2.2 ROLE OF THE PRINCIPAL**

The Principal, as a non-voting member of the Board of Governors, is entitled to be present at all meetings of the Board of Governors for any items concerning appointments to the school other than when the post of Principal is being filled or when attendance is precluded under Article 49 (Declaration of Family Relationship) or Article 52 (Declaration of Pecuniary Interest) of the Scheme of Management. The Principal has no voting powers.

Article 17(b) of the Scheme of Management provides that the Board of Governors shall provide the Principal with an opportunity to express opinions and to make recommendations to the Board of Governors (in writing, if required) on all matters connected with the school. Where, at a meeting of the Board of Governors of a school, the Principal disagrees with any decision of the Board of Governors taken in the exercise of its functions relating to teaching appointments, that disagreement and the reasons for it will, if the Principal so requests, be recorded in the minutes of the meeting and be notified to the Board at the same time as the decision of the Board of Governors.

## **2.3 ROLE OF TEACHING APPOINTMENTS COMMITTEE**

The Teaching Appointments Committee is a statutory committee of the Board, established under Article 4 (1) (2) (4) and (5), and Schedule 3, Part 1, of the Education and Libraries (NI) Order 1986. The Teaching Appointments Committee has responsibility for making appointments to the post of Principal (Para 4.1) and for considering and ratifying recommendations for appointments in categories B-H (Paras 4.2 – 4.7).

## **2.4 ROLE OF BOARD OFFICER AS ASSESSOR**

As established under Article 3 (3) of Schedule 3 of the Education and Libraries (Northern Ireland) Order 1986 the Chief Executive or his nominee acts as assessor at meetings of the Teaching Appointments Committee and Boards of Governors in relation to appointments to leadership posts.

In relation to such appointments the Committee shall establish a panel of officers to fulfil this function through the provision of guidance and professional advice to Boards of Governors and the Teaching Appointments Committee.

Assessors may participate fully in the discussions and interviews but shall not have voting rights.

## **2.5 ROLE OF EDUCATION AND LIBRARY BOARD**

The Board as the employing authority of teaching staff in Controlled Schools has an advisory and support role to fulfil, has a responsibility to ensure that agreed procedures, good practice and legislation are adhered to in relation to the appointment of teaching staff and has the responsibility of making the appointment of teachers to teaching posts.

### **3 PRINCIPLES GOVERNING SCHEME**

Paragraph 2.5 outlines the Board's responsibility in relation to the recruitment and selection of teaching staff. In discharging this duty, the Board acknowledges the following principles as fundamental to the effective and efficient application of the Scheme.

#### **3.1 DELEGATED RESPONSIBILITY**

In accordance with the requirements of the Education Reform (Northern Ireland) Order 1989, the Board acknowledges the implications for schools of full and partial delegation of budgets and the consequent necessity for Governors to be fully accountable for their part in decisions taken in relation to recruitment of staff.

#### **3.2 EQUALITY OF OPPORTUNITY**

It is the policy of the Board that all eligible teachers will have equal opportunity for employment and advancement in schools. Selection for employment and advancement will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.

There will be no unlawful discrimination, direct or indirect, against any teacher in recruitment, training, promotion or in any other way.

#### **3.3 PUBLIC ADVERTISEMENT OF POSTS**

**3.3.1** The Board adheres to the principle that all posts should be publicly advertised, except in exceptional circumstances eg school amalgamations. In relation to this Scheme, these principles will be applied as follows:

- (a) Posts in the categories A-D and H (Para 1.2) will be publicly advertised.
- (b) Posts in the category E (Para 1.2) may be advertised or trawled within the school concerned according to the decision of the Board of Governors.
- (c) Posts in the categories F and G (Para 1.2) will be trawled initially in the Board trawl system or within the school concerned, depending on the circumstances.

**3.3.2** Public advertisement should be in accordance with the Board's advertising policy.

#### **3.4 JOB DESCRIPTION AND CRITERIA FOR ALL POSTS**

The objective of any appointment panel is to select the most suitable person for the post in question. It is vital, therefore, that the needs of the job are accurately assessed, defined in the job description and translated into criteria that candidates must meet. The appointment process must be criterion-led, the criteria being based upon the needs of the job. The appropriate appointment panel should identify criteria as follows:

**3.4.1** (a) Essential criteria to be published when the post is advertised/trawled.

- 3.4.2** (b) Additional desirable criteria to be included in the information given to candidates. These should be agreed in priority order and applied where it is necessary to obtain a manageable number of candidates for interview. Caution should be exercised in relation to the number of desirable criteria to be applied, in order to ensure a breadth of choice of applicants to be interviewed.

### **3.5 INTERVIEWS AND SELECTION METHODS**

The objective of the appointment panel is to select the most suitable person for the job. It is essential that interviews are conducted according to the Guidelines on Recruitment as issued by the Board.

### **3.6 ACCURATE AND COMPREHENSIVE RECORDING**

All steps in the recruitment process should be recorded and decisions and the reasons for them minuted. Notes of interviews must be taken by each panel member and retained for at least three years in the school or the Board.

### **3.7 REFEREES**

- 3.7.1** Appointment panels may exercise discretion in the use of references. If references are sought by the Board of Governors in respect of leadership posts then the approved Board reference form only must be used. References should not be made available to panels until interviews have been completed and initial discussion of candidates has taken place.

- 3.7.2** A person may not act as a referee and take part in the appointment process.

### **3.8 RESERVES FOR APPOINTMENTS**

Boards of Governors, or the Teaching Appointments Committee, may nominate reserve candidates. This avoids the necessity of having to go through the process again should the individual appointed refuse the offer of the post. Reserve lists will normally be held for twelve months.

## **4 PROCEDURES**

The following procedures will apply for the appointment of teaching posts:

### **4.1 LEADERSHIP POSTS (PRINCIPAL AND VICE-PRINCIPAL)**

- (a) The Board of Governors will draw up essential criteria to be published, and desirable criteria to be applied at shortlisting if required. In the appointment of a Principal or a Vice-Principal the Board of Governors will be assisted by a Board Officer(s) as required.
- (b) The Board of Governors will interview applicants who meet the criteria and subsequently consider recommending the appropriate number to go before the Teaching Appointments Committee in accordance with the following paragraphs.

- (c) Where more than six candidates present themselves for interview, the Board of Governors should, following interviews, select the top three candidates in accordance with the ranking process and recommend them for further consideration by the Teaching Appointments Committee. (see (f) and (g) below)
- (d) Where five or six candidates present themselves for interview, the Board of Governors should, following interview, select the top three or two candidates in accordance with the ranking process and recommend them for further consideration by the Teaching Appointments Committee. (see (f) and (g) below)
- (e) Where less than five candidates present themselves for interview, the Board of Governors should, following interview, select three, two or one candidate(s) in accordance with the ranking process and recommend them for further consideration by the Teaching Appointments Committee. (see (f) and (g) below)
- (f) In relation to paragraphs (c) – (e) (above) the Board of Governors may conclude that no candidate should be recommended to the Teaching Appointments Committee and may request that the post be re-advertised.
- (g) Where a Board of Governors informs the Teaching Appointments Committee that it is not prepared to recommend any of the candidates, or fewer than the required number, and the Teaching Appointments Committee agrees with this view, the post may be re-advertised. If the Teaching Appointments Committee does not agree, it may ask that the Board of Governors should re-consider the matter.
- (h) Where, following interview of the candidate(s) recommended by the Board of Governors, the Teaching Appointments Committee concludes that no appointment should be made, the Teaching Appointments Committee shall inform the Governors of its wish that the post should be re-advertised.
- (i) Where, following consultation, the Teaching Appointments Committee and the Board of Governors fail to agree in relation to the required decisions to make an appointment, the matter shall be referred to the Department of Education.\*

#### **4.2 OTHER PERMANENT TEACHING POSTS (EXCLUDING PRINCIPAL AND VICE-PRINCIPAL)**

The Board of Governors, or a sub-committee appointed for the purpose (subject to Article 26 (2)(b) of the Scheme of Management for Controlled Schools) will:

- (a) draw up and publish essential criteria and desirable criteria to be applied at shortlisting if required;
- (b) following interviews, submit the name of the recommended candidate for ratification by the Teaching Appointments Committee.

Reference should be made to the Board's Guidelines on Recruitment.

\* Explanatory note: Para. 4.1(i) refers to paras 4.1(g) and (h) only.

### **4.3 JOINT POSTS SHARED BETWEEN TWO OR MORE SCHOOLS**

The Boards of Governors concerned will assign the arrangements as at Paragraph 4.2 to a joint sub-committee with three members from each school and empower it to act in place of the Governing Bodies. The members attending the first of the joint meetings will elect office bearers, from amongst those present, to conduct the appointment arrangements.

### **4.4 FULL-TIME AND PART-TIME TEMPORARY POSTS OF TWELVE MONTHS' DURATION OR MORE**

The arrangements as at Paragraph 4.2 will apply.

### **4.5 FULL AND PART-TIME TEMPORARY POSTS OF LESS THAN TWELVE MONTHS' DURATION**

Appointments in these categories may be made without recourse to public advertisement but the option rests with the Board of Governors to appoint as per the procedures at Paragraph 4.2. Otherwise the Principal may make temporary appointments subject to ratification by the Chief Executive acting on behalf of the Teaching Appointments Committee. In such circumstances the Principal should be satisfied as to the suitability of the candidate eg qualifications, experience.

### **4.6 POSTS AVAILABLE IN ORDER TO OBVIATE REDUNDANCY OR IN SITUATIONS OF RATIONALISATION**

#### **4.6.1 REDUNDANCY**

Where a school identifies a post which might be filled by a teacher from another school in order to obviate a compulsory redundancy in that other school, that post may be trawled among those schools where there is a redundancy situation.

The Board of governors, or a sub-committee appointed for the purpose, will:

- (a) Draw up criteria based on an agreed job description. Details of the post will be trawled.
- (b) Following interview, submit the name of the candidate recommended for ratification by the Teaching Appointments Committee.

#### **4.6.2 RATIONALISATION**

In circumstances of rationalisation the Board will adhere to the procedures established by collective agreement.

#### **4.7 POSTS OF VICE-PRINCIPAL BECOMING AVAILABLE FOR THE FIRST TIME**

Special arrangements may be applied eg where, due to the school's financial position, an additional appointment would lead to the redundancy of a member of the current teaching staff. In this case the new post of Vice-Principal may be trawled amongst the teaching staff of the school concerned. Applicants will be short-listed and interviewed by the Board of Governors who may recommend a candidate for ratification by the Teaching Appointments Committee. Where a Board of Governors is unable to make an appointment under the conditions of said paragraph then the arrangements as at Para 4.1 will apply.

#### **4.8 PERIPATETIC TEACHERS**

- (a) An appropriate selection panel will draw up essential criteria, to be published, and desirable criteria to be applied at shortlisting if required.
- (b) The selection panel will interview the applicants who satisfy the essential and/or desirable criteria and recommend the most suitable applicant for appointment by the Board.

### **5 THE APPOINTMENT PROCESS**

#### **5.1.1 GENERAL PRINCIPLES**

- (a) The appointment decision should be based upon the outcomes of the scoring process as set out in the official Board assessment form.
- (b) The secretary should record the scoring process and each governor/panel member should show their own scores for each candidate clearly in his/her notes.
- (c) Panel members should individually rank candidates in accordance with their marks. The Chairman should ascertain the rank order from each panel member and thereby establish a collective rank order.
- (d) Governors should then confirm their recommendations by voting.
- (e) Voting will be by show of hands.
- (f) Where a tied vote between candidates prevents the members from reaching a clear majority then the Chair will exercise a casting vote.
- (g) Where, following interview for any teaching appointment, a Board of Governors is not prepared to recommend any of the candidates to the Teaching Appointments Committee, notification of the decision, including reasons, should be incorporated in the minutes of the meeting.

### **5.1.2 LEADERSHIP POSTS - PRINCIPAL/VICE-PRINCIPAL (This should be read in conjunction with para 4.1)**

- (a) Decisions should be based upon the outcome of the scoring system.
- (b) Following interview and discussion, the Governors should rank candidates in accordance with their marks.
- (c) The Chairman should determine the order of preference from each governor and this, in turn, should determine the overall rank order of candidates.
- (d) The Board of Governors should consider their recommendations for interview by the TAC in accordance with 4.1 (paras (b) – (h)) above.
- (e) At the Teaching Appointments Committee stage of the process members should rank candidates in accordance with their marks.
- (f) Voting, which must be by show of hands, should be based upon the ranking process.

### **5.1.3 OTHER PERMANENT TEACHING POSTS (This should be read in conjunction with para 4.2)**

- (a) Decisions should be based upon the outcome of the scoring system.
- (b) Following interview and discussion, the Governors should rank candidates in accordance with their marks.
- (c) The Chairman should determine the order of preference from each Governor and this, in turn, should determine the overall rank order of candidates.
- (d) The Board of Governors should determine if they are prepared to recommend an appointment and whether there are to be any reserve candidates.
- (e) If a vote is required, Governors should vote in accordance with their marks. Voting will be by show of hands.

## **6 SCHEME OF MANAGEMENT TERMS OF REFERENCE**

The Scheme of Management for Controlled Schools gives details of the standing orders relevant to the making of teaching appointments as follows:-

- |       |  |                |
|-------|--|----------------|
| (i)   | Acceptance of Membership               | Article 5      |
| (ii)  | Appointment of Secretary               | Article 48     |
| (iii) | Committees of the Board of Governors   | Articles 25-27 |
| (iv)  | Convening of Meetings                  | Article 38     |
| (v)   | Declaration of Family Relationships    | Article 49     |
| (vi)  | Declaration of Knowledge of Canvassing | Article 51     |
| (vii) | Declaration of Pecuniary Interest      | Article 52     |

(viii)	Distribution of Minutes	Article 65
(ix)	In Committee Proceedings	Article 54
(x)	Minutes	Article 62
(xi)	Quorum	Article 44
(xii)	Voting	Article 59
(xiii)	Withdrawal of Principal or Teacher Member	Article 53

## **7 MAKING AND APPROVAL OF THE SCHEME**

The Board hereby revokes the previous Scheme relating to teaching appointments in controlled schools.

This Scheme has been approved and adopted by the North-Eastern Education and Library Board.

The Scheme shall come into operation on the day following its approval by the Department of Education.

Dated this 27th day of April 2004



**Chairman**



**Chief Executive**





