#### Appendix 1: Recruitment Scheduling Aide for Leadership and Management Posts *(exemplar)*

###### Recruitment Scheduling Aide for Posts at Assistant Principal I, Assistant Principal II and Programme Co-ordinator

The procedural steps are outlined below. Management may use this form to aid scheduling for the recruitment, selection and appointment processes. This is a checklist and is for administrative guidance only.

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| **Activity** | **Schedule** | **Assigned to:** |
| Establish the vacancy/vacancies and tenure of post/s in accordance with relevant circular letters (Chapter  2). |  |  |
| Establish if **more than one type** of vacancy exists – e.g., post at AP I **and** AP II level, Programme Co- ordinator post, Assistant Director of Adult Education (AP I or AP II level). If yes – **separate recruitment**  **processes are required.** |  |  |
| Ensure prior to commencement of advertisement process:   * The Board of Management has ratified the leadership and management needs and priorities of the school. * The full list of needs and priorities is posted on the staff noticeboard. * List of post holders, level of their post and a summary of their roles and responsibilities posted on the staff noticeboard. |  |  |
| Identify the requirements for eligibility:   * **Fully registered** with the Teaching Council. * Teacher is contracted for the full school year. * The teacher has the required teaching service |  |  |
| Identify closing date for receipt of applications. |  |  |
| Get familiar with the Mark Scheme. |  |  |
| Agree Application Form & Advertisement bearing in mind specific requirements for the level and tenure of  posts. |  |  |
| Organise Interview Board. |  |  |
| Establish date(s) of interview (provisionally). |  |  |
| Arrange venue for interviews. |  |  |
| Principal:  (a) **Advertise the post** |  |  |

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| **Activity** | **Schedule** | **Assigned to:** |
| * issuing copy of advertisement to teachers on approved leave/secondment.   **and**  (b) **Application forms** available to teachers to download/upon request. |  |  |
| Log application forms received – date & time. |  |  |
| Closing date for receipt of applications:   * Check there have not been unanticipated school closures.   **If yes:**   * Amend closing date accordingly. * Notify teaching staff of change. * Amend appeal date. |  |  |
| Following closing date:  **Principal:**   * Check Teaching Council Registration (fully registered). * Check that temporary staff are contracted for the full school year. * Check that the teacher has the required qualified teaching service. |  |  |
| Notify any applicants deemed ineligible for the post  and the reason why the determination has been made. Appendix 13. |  |  |
| **Prepare for interviews**:   * Invitations to interview prepared and issued to candidates. Appendix 12. |  |  |
| Issue relevant documentation to Interview Board. |  |  |
| Conduct interviews. |  |  |
| Return of documents from Interview Board. |  |  |
| Interview Board Report ratified by BOM. |  |  |
| Recommended and unsuccessful candidates notified of outcome and of process of appeal (including appeal date).  Appendix 14 & 15.  Keep a record of when/how notifications issued (e.g. date & time; hand delivered/post/email or a  combination thereof). |  |  |
| In period up to 4.00 p.m. on the Appeal Date, unsuccessful candidates may request **in writing** the items listed (i) to (iii) in the appeal procedure. If so requested, documentation **must** be issued to the  candidate in a timely manner. |  |  |
| Following the Appeal Date & time:  **If no appeal(s) lodged**:   * Confirm recommended candidate’s appointment. |  |  |

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| **Activity** | **Schedule** | **Assigned to:** |
| **If appeal(s) lodged:**   * Confirm receipt of appeals to appellant(s). * Inform recommended candidate of receipt of appeal(s). * Inform the Appeals Secretariat of receipt of appeal, the appeal date and follow Appeal Procedure guidelines. |  |  |
| **Conclusion of Appeal**:   * **If not upheld -** confirm recommended candidate(s) appointment. * **If upheld** – follow the Appeal Board’s instructions regarding recommencement point of competition. **Note**: If, during consideration of the outcome of the appeal, the school is concerned about any aspect of the initial competition which occurred prior to the recommencement stage identified in the Appeal Board Determination, then that concern should be brought to the attention of the Chairperson of the Appeal Board and permission sought to   recommence the competition at an earlier stage. |  |  |