

SOUTH EASTERN EDUCATION AND LIBRARY BOARD

HUMAN RESOURCES GUIDANCE FOR ENGAGEMENT OF STAFF UNDER THE EXTENDED SCHOOLS PROGRAMME

Recruitment

- All schools should adhere to recommended procedures for recruitment and selection which are designed to promote good practice including guidance relating to the advertising of posts including the use of internal trawls.
- Where the ELB is acting as paying agent only on behalf of the school (as detailed below), Form EXE1 should be completed, signed and forwarded to the relevant human resources department.

Extended Schools Coordinator (£25 per hour)

The extended schools coordinator will be the person responsible for coordinating the extended schools programme/activities within a school

Extended Schools Leader (£20 per hour)

The extended schools leader will be responsible for delivering a specific extended schools activity within a school.

Extended Schools Assistant (£10 per hour)

The extended schools assistant will support the activity leaders in delivering a specific extended schools activity.

- Staff employed on a short term/casual basis should be engaged by completing the appropriate documentation in accordance with normal procedures for engaging temporary staff within the relevant board.

Job Descriptions

- All posts should have a job description and rate of pay which is reflective of the duties being undertaken for extended schools.
- Existing employees undertaking extended schools activities will be paid the rate appropriate to the duties being undertaken in accordance with the attached schedule.
- A number of **existing job descriptions** which may be suitable are available on the RTU website www.rtuni.org/extendedschools.

Payment Arrangements

- For staff engaged in one of the following: **Extended Schools Coordinator, Extended Schools Leader, Extended Schools Assistant**, the school should complete Form EXE1 for submission to the human resources department. An appropriate timesheet should also be completed and forwarded to the payroll department of the relevant board. It should be noted the relevant board will act as paying agent only on behalf of the school and payment will be made for actual hours worked.

- Existing employees required to extend their normal weekly working hours in their substantive post to facilitate extended schools should be paid additional hours/overtime as required, eg building supervisors, school secretaries. Details should be returned on their normal timesheet and submitted to the payroll section of the relevant board.
- Existing or new staff employed on a temporary/casual basis to carry out duties associated with extended schools programmes (excluding extended schools coordinator, extended schools leader, extended schools assistant) should be employed by completing Form “Engagement of Temporary Non-Teaching Staff” (green form) for submission to the human resources department. An appropriate timesheet should also be completed and forwarded to the payroll department of the relevant board.
- For independent organisations being engaged for a specific activity who are self employed, the school should submit an invoice for payment to the finance department of the relevant board.

Vetting Procedures

Posts involving work in educational institutions are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003. All staff in such posts are subject to vetting procedures.

Schools must ensure the following circulars issued by the Department of Education are adhered to:

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| 2006/06 | Child Protection: Recruitment of people to work with children and young people in educational settings. |
| 2006/07 | Child Protection: Employment of substitute teachers |
| 2006/08 | Child Protection: Training requirement for school governors on staff recruitment and selection panels. |

Contact Details

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