

Governor Training



Recruitment & Selection

Objectives

- To offer advice and support in relation to recruitment and selection of staff
- To raise awareness of the responsibility of Governors in relation to the appointment of staff
- To ensure that appointments are made fairly, with due attention to appropriate legislation
- To raise awareness of the Board's revised marking scheme



Equal Opportunities

POLICY STATEMENT – Teaching

“It is the policy of the Board of Governors that all eligible teachers will have equal opportunity for employment and advancement in the school, irrespective of gender, marital status or disability. 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.”



Equal Opportunities

POLICY STATEMENT – Non-Teaching

“The Board is committed to the promotion of equality of opportunity, fair participation and good relations and the prevention of unlawful discrimination. The Board is opposed to all forms of unlawful discrimination, direct or indirect, against any person in the recruitment and selection process, in training or in any other way.”



Equal Opportunities

Cont.....

“The Board is committed to preventing any form of direct or indirect discrimination or victimisation against any applicant, potential applicant, employee, trainees and students on work placements on grounds of his or her sex, martial status, sexual orientation, transsexuality, religious belief, political opinion, race or disability.”



Equal Opportunities

Legislation

- Sex Discrimination Order 1976, 1988
- Equal Pay Act (N.I.) 1970, 1984
- Fair Employment and Treatment (N.I.) Order 1998
- Disability Discrimination Act 1995
- Race Relations (N.I.) Order 1997
- Employment Equality (Sexual Orientation) Regulations (NI) 2003

Other legislation

Equality

Northern Ireland Act 1998 – Section 75

Child Protection

POCVA (NI) Order 2003

“Regulated Position”

wef 1 September 2006 - one member of the selection panel must be trained in child protection for the purposes of Recruitment and Selection

Equal Opportunities

Direct Discrimination

- Occurs where membership of a particular group is used as the sole or major determinant of an employment decision



Equal Opportunities

Indirect Discrimination

- May occur where a requirement or condition is applied equally to all, but in practice make it difficult for a particular group to comply.



Equal Opportunities

Victimisation

- Treating a person less favourably than another because that person had, for example, asserted rights under the legislation.



Recruitment and Selection

Teaching and Non Teaching

Procedures



Recruitment and Selection of Staff

A vacancy occurs ...
an opportunity arises

To make what changes, if any,
in the nature of the post so as to best meet
the needs of the school

Audit of Skills and Aspirations of Staff can be helpful

Steps in the process.....

THE INTERVIEW

SHORTLISTING

SEEKING APPLICANTS

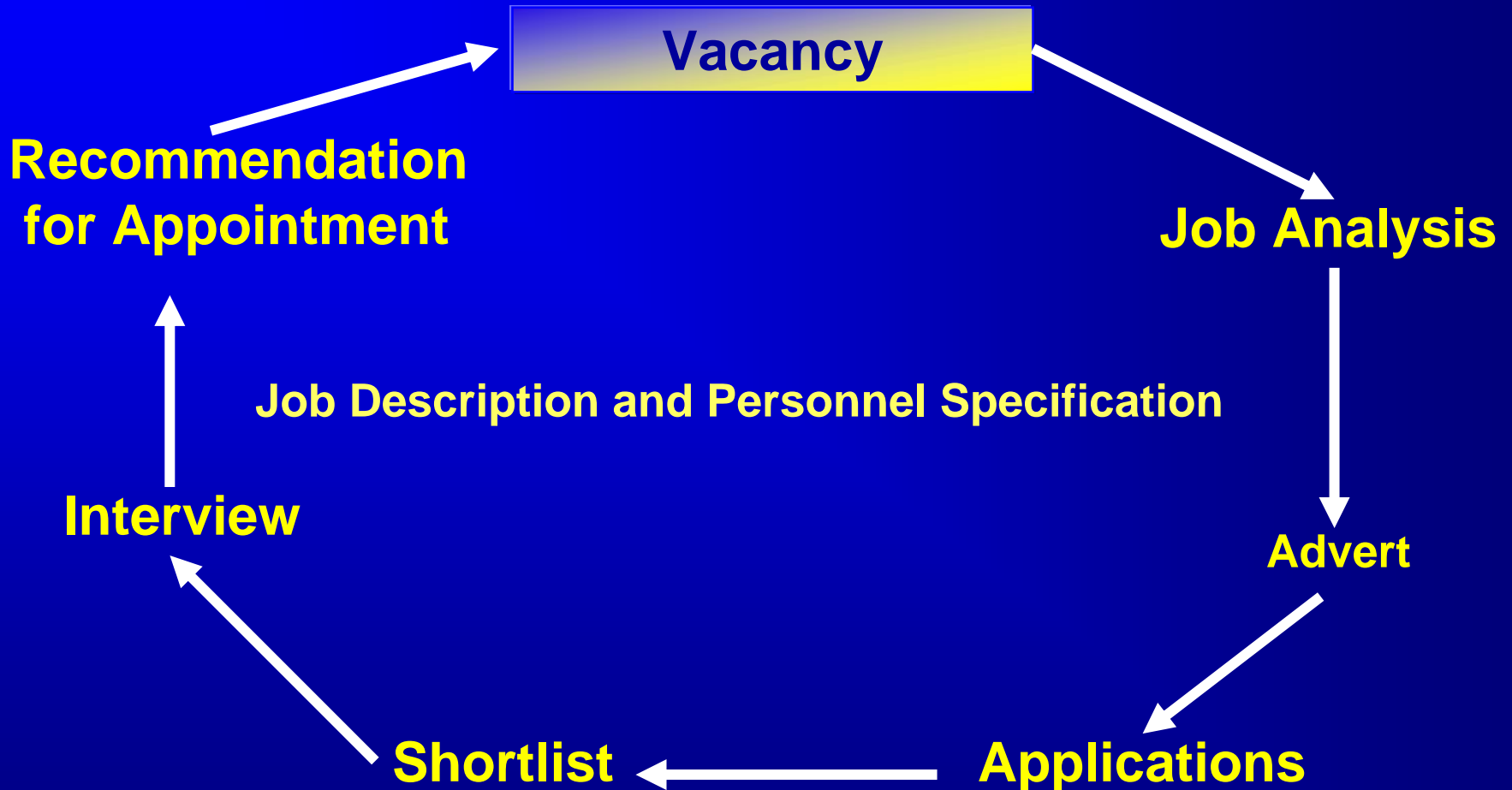
NEEDS ANALYSIS

A vacancy occurs ...
an opportunity arises

Human Resources Services



Recruitment Procedure



Recruitment Procedure

Job Description

This is a formal document which summarises the job in terms of duties, areas of responsibility and lines of supervision and management.

A job description should be available for each position.

Provide copy to all applicants.



Recruitment Procedure

Personnel Specification

A Personnel Specification is developed
from the job description

*It is a description of the characteristics of
the right person for the job*

Provide copy to all applicants.



Recruitment Procedure

Personnel Specification

Essential

Desirable

- *Qualifications*
- *Experience*
- *Knowledge/Skills*
- *Personal Qualities*



The Shortlisting Process

Before Application Forms are Examined:

Governors will have

- **Identified** minimum criteria for applicants to meet
- **Checked** - Measurable, Legal, Objective
- **Decided** - Essential/Desirable
- **Decided** on possible enhancement of criteria, if required
- **Agreed** order in which criteria are to be applied
- **Entered** criteria on shortlisting matrix

The Shortlisting Process

At Meeting To Examine Application Forms:

Governors will,

- **APPLY CRITERIA**, *using the shortlisting matrix to assess each applicant's form against the agreed criteria*
- **KEEP SHORTLISTING MATRIX** *for record purposes*
and,
- **Agree** *areas of questioning, for the Interviews, or*
- **Decide** *who will compose list of Questions for selection by Governors*

The Interview

CONDUCTING THE INTERVIEW /QUESTIONS



Marking Scheme

- Has been recommended by the Staff Commission for Education and Library Boards. It is viewed as accurate, adjustable, measurable and accountable in the event of challenge
- Numeric system which involves weighting criteria according to its relevance to the post
- Ensures that essential criteria have been identified and reflected in the questions asked at interview



Marking Scheme

Consists of three documents -

- The Interview Record Sheet
- The Interview Summary Sheet
- The Ranking Sheet



Marking Scheme

THE INTERVIEW RECORD SHEET

- Criteria are detailed on the interview sheet and are linked to questions
- The comments section allows for notes to be made on responses to questions and how they matched the criteria



Marking Scheme

THE INTERVIEW RECORD SHEET

Links numeric system to the requirements for the post

| Marks out of..... | Poor | | | Average | | Good | | Excellent | | |
|-------------------|------|---|---|---------|----|------|----|-----------|----|----|
| 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 15 | 2 | 3 | 5 | 6 | 8 | 9 | 11 | 12 | 14 | 15 |
| 20 | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 |
| 25 | 3 | 5 | 8 | 10 | 13 | 15 | 18 | 20 | 23 | 25 |
| 30 | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 | 27 | 30 |



Marking Scheme

THE INTERVIEW RECORD SHEET

- Marks are distributed among the criteria according to significance
- The higher the mark, the higher the relevance
- Marks are agreed prior to the interviews



Marking Scheme

THE INTERVIEW SUMMARY SHEET

- Is used to transfer scores from individual Interview Record Sheets
- Provides a clear composite record of candidates' marks and allows comparisons to be made between candidates
- Enables the ranking of candidates in the interviewer's preferred order



Marking Scheme

THE INTERVIEW RANKING SHEET

- Is completed by the secretary
- Is used only where there is no clear preferred candidate after discussion



Marking Scheme

THE INTERVIEW RANKING SHEET

Each interviewer's ranking order is transferred to the ranking sheet

The candidate with the lowest Ranking Score - those with the most first and second preferences - should emerge as the most suitable person for the post



Marking Scheme

If the panel fail to agree -

- further discussion
- further interview of some or all of the candidates



- Advice and Guidance available from Human Resource Services



- Questions



Human Resource Services



Human Resources Services