

An Introduction to the Teaching Appointments Scheme

The Education Authority's Teaching Appointments Scheme outlines the procedure by which teachers, vice principals and principals are appointed to controlled schools. Furthermore, the scheme outlines the arrangements for appointing teachers to peripatetic services. It contains step by step guidance on each aspect of the recruitment process, including details of the roles and responsibilities assigned to all the key parties.

The Authority is ultimately responsible for appointing all teaching staff, though the Board of Governors of the school where the vacancy has arisen will conduct the entire selection process. Support and involvement from officers from the Authority will be made available as appropriate. Once the Board of Governors complete the selection process, they will forward their recommendations to the Authority for consideration by the Teaching Appointments Committee.

The Authority is keen to encourage and support Boards of Governors to use whatever assessment methods will successfully identify the most suitable person for the post. The selection process in schools commonly involves at least one interview, and increasingly schools are asking candidates to deliver presentations, either seen or unseen, to enable the selection panel to assess each candidate's communication and presentational skills.

There are several other assessment methods commonly used by colleagues across the public sector, and the Education Authority is committed to encouraging and supporting the wider use of more contemporary assessment methods. The Teaching Appointments Scheme is accompanied by a practical Guide to the Selection Process which includes detailed guidance on how to conduct interviews and administer presentations. Over time we will develop additional guidance on how to use other assessment methods such as in-tray exercises and assessment centres. The Authority will also develop training as appropriate in the correct application of these assessment methods, in accordance with the Teaching Appointments Scheme.

The appointment of a school principal is one of the most important tasks that a Board of Governors will be asked to undertake. For this reason the Authority provides support and advice at every stage of the process.

All members of the selection panel should take time to read through the scheme and the accompanying guidance, and ensure that they are clear about their role in the process before participating in the selection process.