

STAFF RECRUITMENT & DEVELOPMENT POLICY & PROCEDURES

STAFF RECRUITMENT AND ALLOCATION

Staff Appointments in the Patrician Academy are made in accordance with procedures and guidelines stipulated in Department of Education & Science Circulars on Recruitment (Circular 17/2008). All appointments are subject to sanction by the DES and ratification by the Board of Management. Recruitment procedures include:

- Advertising of all staff vacancies.
- Qualifications and experience necessary are clearly stated.
- The Selection Committee agrees criteria for short listing for interview.
- The Selection Committee agrees interview questions.
- The Selection formally recommends appointments to the board of management.
- Copies of the advertisement, lists of applicants, lists of applicants short listed and marking templates are retained.
- The Chair of the board retains a file with the marking templates containing the marks awarded by each assessor and the aggregate marks of the Selection Committee.
- The minutes of the Board of Management record the ratification of appointments by the board.
- The School Principal, Secretary to the Board of management, is responsible for ensuring that recruitment procedures are adhered to.
- The Principal is responsible for the allocation of staff.

Staff Induction

The Patrician Academy provides induction training for new staff. The school will avail of the DES Induction Programme for Newly Qualified Teachers to provide support to all newly qualified teachers. In the Patrician Academy support for newly recruited staff is provided as follows:

- Initial briefing session by Principal/Deputy Principal.
- Mentoring by Senior Staff Members.
- Staff Handbook.
- Staff Meetings.
- School Development Planning Meetings.
- Subject Department Meetings.

Staff in the Patrician Academy work in a collegial manner providing peer support for colleagues. Teachers, thus, share good practice in relation to teaching different elements of the curriculum. The School will continue to work to ensure that teachers are fully aware of

policies, procedures and methodologies which are appropriate and successful in delivering FETAC programmes to special educational needs students. Staff are facilitated to attend FETAC in-service courses and to visit other centres delivering FETAC modules to assist in their planning.

The Principal assigns staff to deliver FETAC programmes. Staff indicate their choice of classes for the following school year. The Principal makes the final decision on allocation of teachers to classes taking into account the school's needs and staff experience, interests and preferences.

Staff Development

Staff Development is an integral aspect of School Development Planning. Staff development needs are identified through the process of school planning at staff meetings, staff development days and subject department meetings. Appropriate whole school professional development courses are arranged for staff and staff are also facilitated to attend curricular in-service and professional development courses to meet individual needs. The Board of Management supports staff professional development and training by allocating funding within the budget to allow staff members to participate in courses outside of school and grants leave to staff attending DES approved courses. Details of courses offered by the DES, Education Centres, Special Education Support Services, FETAC, Disability groups and other professional and private providers are posted on the staff notice board.