

SECTION 4

Posting and Deployment

Introduction

The enthusiasm and commitment of newly appointed teachers, particularly those straight from teacher training institutions, must be captured and used for the benefit of the young people who will be in their care. These qualities must not be allowed to be lost or dissipated by poor posting and inefficient deployment arrangements.

Checklist

- (1) Are there clear procedures for notifying the teacher(s) involved, the Regional/District Education Officer and the Headteacher of appointments made?
- (2) Is notification made without undue delay?
- (3) If the Regional/District Education Officer is responsible for deployment what arrangements are made to inform the teacher of the posting made?
How much delay does this involve?
Can it be minimised?
- (4) Are unsuccessful candidates notified immediately once acceptance has been received from the successful applicant(s)?
- (5) If housing is necessary has the availability of a house been confirmed?
Is the responsibility for allocating housing clearly defined?
If it lies with a department or section other than Education what liaison arrangements exist?
Are these efficient?
- (6) What relocation arrangements (transport, allowances etc) exist?
How are these organised and notified?
- (7) Are there clear procedures for reporting the date the teacher took up post?
Does this ensure that salary and allowance payments will be made on the due date?
- (8) Is there a national policy on induction ?
Who is responsible for ensuring that the teacher is welcomed?
Who resolves any problems which arise?

Policy Suggestions

In situations where all teaching appointments are made centrally, the volume of work involved slows down the posting and deployment processes. It is suggested that all unpromoted posts are made at regional or district level which permits appointment, deployment and posting to be handled as a single process. Headteachers, then, can be more closely involved and housing, transport and other logistical issues can be resolved on a personal basis.

Procedures for Consideration

Teachers who are qualified to fill unpromoted posts could be approved nationally and placed on a list circulated to all Regional and/or District Education Officers.

The Regional/District Education Officer, on learning of a vacancy, would confirm that one exists in accordance with the staffing formula, that housing is available or that other necessary arrangements can be made. Thereafter, a suitably qualified teacher would be sought from the approved list.

The necessary documentation would be completed by the Appointing Officer with appointment details sent to the Ministry of Education or Teaching Service Commission (and to the salary section if separate) and the teacher be informed of the starting date and other arrangements made for taking up the post.

Promoted staff are normally appointed centrally. Because of the distances involved it is important that the Regional/District Education Officer should be closely involved to ensure that the posting arrangements can be achieved without unforeseen problems arising.

References:

Setting Staffing Standards for Schools

Part A, page 7

Turning the Tables on Teacher Management

Chapters 3, pages 14-17

5, pages 24-25

12, pages 52-55