

Interviewing

The following procedure is suggested:

- Keep copies of previous advertisements
- Make a list of requirements for the post
- As replies come in, compile a checklist
- Draw up a list of interview questions
- Have a summary sheet on which to record candidate's responses

Job descriptions

All posts must have a job description to ensure teachers and support staff are properly aware of their duties. Job descriptions can be amended by the headteacher and teachers can negotiate changes.

Newly-qualified teachers and mentoring

There will undoubtedly be an existing induction policy within the school to explain the organisation and running of the school. However, it is essential that the newly-qualified teacher has a good understanding of the running of the department. They need to be aware of the hierarchy and specific areas of responsibility within the department.

When student teachers come into the department, they should already be aware of the following whole school structures and policies. This is usually explained to the student teacher by a member of the senior management team (SMT). A copy of the school handbook should also be given to all student teachers:

- The geography of the school
- Staffing structure
- The structure and timing of the school day
- Whole school briefings
- Registration
- Homework
- Marking and recording
- Discipline and behaviour
- Sanctions and rewards
- SEN register
- Fire drill

On coming into the department, the student teacher should also be made aware of the specific requirements of the department. It is only after assimilating all of this information that a student teacher can begin to think about planning a lesson.

Appraisal

Appraisal is a statutory requirement for every member of staff. The school's philosophy on appraisal will reflect that expressed in documentation from the local education authority and the ethos of the school.

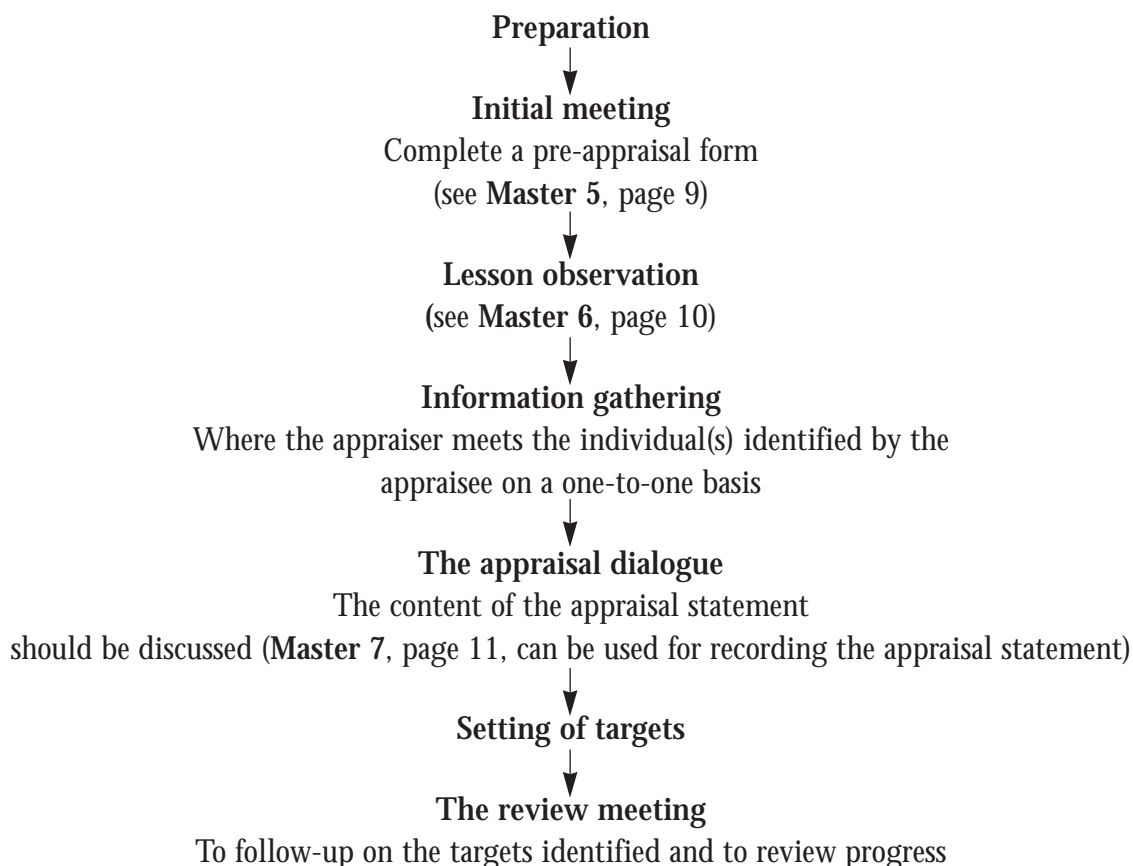
Everyone must remember that successful appraisal is based upon trust and confidentiality between all involved, and a determination to make the most of the process as a means of professional development.

The appraisal program will be drawn up regularly by the senior teacher responsible for appraisal in consultation with others involved to avoid unacceptable clashes and overloading the whole system. Details could be displayed on a notice-board in the staff room. It is then the responsibility of each appraiser to initiate the process and ensure its smooth running. Cover must be provided, if necessary, to allow the appraisal process to take place.

Information provided from each appraisal should be considered as part of the school's INSET and other development plans.

The appraisal programme

The programme should consist of several stages. The following are suggested:



Order of play team list

Team number	Team name/players
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Three Team Competition

Team name/ number				Total points	Goals/ scores	Position