

A SAMPLE RECRUITMENT POLICY FOR HIRING TEACHERS AT HIGH SCHOOL LEVELS FOR COMPETENCY EMULATION OF INSTITUTIONS

Dr. J JOHN SUNIL MANOAH

Associate Professor in English, S.A Engineering College, Chennai. Email: jjsmanoah@gmail.com

Dr. N JHANSI

Assistant Professor in English, Vels School of Maritime Studies, Chennai.

Dr. M SHANMUGATHAI

Professor in English, Sri Sairam Engineering College, Chennai.

M P MANIBHA

Assistant Professor in English, Sri Sairam Engineering College, Chennai.

Abstract

Most of the institutions offer holistic education as outlined in National Educational Policy, in alignment with the NEP. This is made possible with various resources. Process notes & training as prescribed by NEP deemed to achieve the expected standards of high-quality education across all the schools nationwide. The extent and effectivity of instructional implementation are indicated by the performance of students in the school-based assessments both formative and summative. This necessitates that have a common assessment practice for all the Institutes to ensure the use of the best suitable assessment tools and techniques, especially for English Teachers for an even study of performance and impact. This article focuses on a sample recruitment policy for hiring teachers at the high school level for competency emulation of Institutions.

Keywords: Assessment, Recruitment, Standards

Abbreviations: TCA - Teacher Competency Assessment, HR – Human Resource personnel

INTRODUCTION

This sample assessment policy outlines the various processes involved in the assessment approach and practice including types of assessments both formative and summative, the resources, periodicity, methods, modalities, evaluation, Quality check, recording, reporting and collecting feedback. This document outlines the complete recruitment process for seamless process flow and quality in hiring English Teaching staff to match the institutional requirements. It is also designed to ensure that we facilitate schools with the right staff, competent to handle the prescribed roles & responsibilities, and at the right time for the smooth functioning of the organization and welfare of our students in alignment with our mission.

For hiring in the beginning of the year: For teaching positions

1. Identifying the gaps in man power
2. Sourcing the suitable candidates
3. Short listing the candidates
4. Assessment of the candidates
5. Final selection of candidates:
6. Pre hiring activities till joining

Identifying the gaps in Manpower: (February to April)

- a. Gap analysis shall be done by the Principal along with HR to calculate the vacancies based on the budgeted workforce as per school-projected strength, the number of staff resigning, subject period allocation, and workload of teachers as decided by the management.
- b. Manpower requirement shall be calculated block-wise where Block 1 is Kindergarten, Block 2- Std I- IV, Block 3- is Std V-VIII & Block IV- Std IX-XII. Overlapping of blocks to adjust period allocation is allowed for 2-3 classes.
- c. Principals shall allot teachers into classes and subjects as per teacher allotment guidelines.
- d. Efforts will be made to reallocate the classes (Block/ subject) where there are excess teachers in a block or a subject in consultation with HR subject to the teacher's willingness and qualifying in the teacher competency assessments (TCA) which has to be duly prepared by a subject matter expert, Demo class & interview with Principal).
- e. Post optimization of existing human resourced, the Principal and HR shall complete the gap analysis and list the vacancies to be filled block & subject-wise.

Sourcing the suitable candidates (February to April)

- a. To identify quality teachers, HR / Principals are required to list down the number of fresher teachers and experienced teachers as per specific role requirements.
- b. Employee referral can be used as a primary resource since existing employees understand our mission and vision and hence may refer suitable candidates.
- c. Connect with teacher training institutes, local employment office & referrals from the locality with the proposed requirement.
- d. Based on the staff requirement, the appropriate sources are identified as campus interviews, the Naukri portal, consultants, referrals, internal communication, direct walk-in, banners & approval sought from the Correspondent.

- e. Central Team shall share the required collaterals with schools for sourcing candidates like posters, flyers, and letters to B.Ed. colleges, postings on the Naukri portal, and letters for internal communication.

Shortlisting the Candidates

- a. All profiles collected from various sources shall be screened to meet the basic selection criteria outlined below.
- b. For Block 1- kindergarten main teacher, the candidate shall be a graduate with B.Ed. and also have a diploma in nursery training or any approved kindergarten training. If not KG trained, shall have an experience of at least 1 full academic year.
- c. For Block I- activity teacher, the minimum qualification for a candidate is std XII pass with a diploma in ECC. Ed or Nursery teacher training. But graduates are preferred.
- d. B.Ed. qualification is a mandate for all teaching positions for class I upwards.
- e. Candidates should score a minimum of 60% in 10th & 12th or if less than 60%, the candidate should have at least 5 years of experience teaching the major subject in the required block.
- f. Minimum of 60% in UG, PG, B.Ed.
- g. There should not be a history of arrears.

Assessment of Candidates: (Know your candidate) (February to May)

- a. Shortlisted candidates for teaching shall be informed about our Know your Candidate(KYC) selection procedure comprising of the interview with first level supervisor(Block coordinator) of the block for which the candidate has applied, followed by a written test- TCA, Demo class.
- b. When a candidate qualifies in the 3-step KYC procedure, he/she will be interviewed by a second-level supervisor- namely the Principal.
- c. Principal shall complete the candidate assessment report and share it with HR along with all KYC documents.
- d. Prospective candidates for the role of Coordinators shall undergo screening, written tests, and interviews with the Principal, HR & Correspondent.
- e. Should a candidate not qualify in the KYC procedure, he/ she shall be communicated accordingly in a respectful manner.

Final selection of candidates: (To be completed by first week of May)

- a. Principal shall be the deciding authority for the selection of all candidates in alignment with the recruitment policy & process.
- b. Subject Experts / authorized panel members shall be engaged to provide feedback on the suitability & competency of all candidates.

- c. HR shall cross-check the selection criteria's whether they followed
- d. HR shall discuss with shortlisted teaching and non-teaching candidates to assess their cultural fitment to the organization
- e. HR shall finalize the remuneration based on the norms and the salary scale should be briefly shared along with the benefits.

Pre hiring activities: (To be completed by 10th of May)

- a. Collection of preliminary Pre offer documents from the candidate: The candidate shall submit a copy of all the documents namely- mark sheets of X, XII, UG, PG, B.Ed., ID, Address, and Salary Proof for verification. Post-releasing the offer of employment, documents can be uploaded. School admins may assist should candidates require support.
- b. Offer letter Preparation: Online offer letters can be processed initially. Candidates can download and view to accept the offer through the google forms link.
- c. Candidate's references shall be verified and confirmed for authenticity as per the verification template shared by HR.
- d. The Coordinator/Admin officer shall verify the original certificates of ID, Address proofs, and academic qualifications, and acknowledges the same onboarding module.
- e. Following completion of all activities as outlined in the offer letter within stipulated timelines, the candidate shall officially join the institution on the specified date as per the offer letter.

Remuneration: (To discuss with HR Head and finalize)

- a. Remuneration for all positions shall be in alignment with the Institution's salary scale that shall be reviewed once a year.
- b. Salaries shall be affixed as per the grades namely BT, TGT assistant, TGT, PGT, and Coordinator as per the respective blocks, location economy, and industry norms.
- c. Principals shall propose salaries mutually acceptable, in alignment with the prescribed salary scale of the management. Principals can process an expected salary hike of up to 10% from the last drawn salary as verified by the salary certificate or its equivalent, and seek final approval from the Correspondent.
- d. For Salary hikes of up to 20%, the HR Head shall be the approving authority.
- e. For an expected salary hike of more than 20%, approval shall be sought from the Correspondent.
- f. Any hike in salary shall however be processed only if it is within the prescribed salary scale of the management.

Activities prior to release of offer letter:

- a. Minimum 3 references to be collected from the candidate for background check and submitted to HR.
- b. Principal of last workplace b. peer of last workplace c. any member from previous experience, preferably school principal or coordinator or VP.
- c. Principal shall visit the candidate's home as per adhar card/residence proof submitted and affirm for conduct & culture.
- d. All copies of certificates shall be verified with originals and by prior information to the candidate.
- e. The collection of the mark sheet of the candidate shall be updated in the register.
- f. School Admin Officer/ manager shall issue acknowledgment for receipt of original certificates only in the prescribed format. School header or seal shall not be used on the acknowledgment.
- g. All documents shall be safely stored in a locker with only the Principal and OPS Head having access to it.

For mid-academic session hiring due to unprecedented vacancies/ maternity leave vacancies.

- a. Principals shall first inform HR of mid-session recruitment and seek the Correspondent's approval in the template attached.
- b. Suitable candidates shall be sourced from the Naukri portal, Info id, school referrals, or word of mouth. (Social media posting)
- c. Recruitment criteria, screening, KYC of candidates & finally hiring procedures shall be conducted as outlined in steps 3, 4, 5, and 6.
- d. Teachers appointed as leave vacancies for replacing staff who are on maternity leave or long medical/ personal leave of duration of 1 month to 1 academic year shall be on a contract basis as per terms and conditions of respective service agreements. They will be called consultants.
- e. Conditions of service: Any hiring from 1st January to the end of term 3, shall be on a contract basis only that shall be terminated by default on 30th April. Such candidates will be appointed as consultants. If the candidate performs well in the third term and is subject to vacancy in the following academic year in the same block & subject, the teacher shall be appointed in a full-time capacity in discussion with HR Head & Correspondent.
- f. Appointments as in points 4 & 5 are subject to case to case basis and shall be initiated only after consent from HR Head.

Modality for internal movement of staff from one level to another.

- a. The selected teacher shall undertake a TCA assessment of that particular level – subject knowledge paper.
- b. If she/he qualifies, shall give a demo class as per the guidelines presented for new candidates namely- the topic shall be given on the spot. 15 min time for preparation and then the demo shall be observed by the Principal & relevantly experienced subject faculty. If experienced subject faculty is not available as in the case of our newer, schools could take the assistance of subject experts.
- c. Subject knowledge interviews shall be conducted by subject experts and to get clearance from them.
- d. The Teachers’ performance in the current year shall be reviewed. Qualifying criteria:
 - i. For a teacher to be moved to a higher block: the overall annual rating of 3.5 and above.
 - ii. For a teacher to be moved to a lower block: Overall annual rating of at least 3.
- e. Based on the above four points, the Principal shall conduct the interview and decide on the allocation.
- f. Principal shall complete the Teacher assessment sheet and share it with the Correspondent, HR for finalization.
- g. If a teacher is assigned only one class of the immediate next block, (only for B2 into B3) then he/ she need not undertake KYC as mentioned above.

For Reports & Audit

- a. HR Department shall keep track of the recruitment status from start to finish in the recruitment tracker & update periodically to ensure that we complete recruitment as per timelines.
- b. All the deviations shall be captured and processed only with the respective authority’s approval
- c. Principal shall approve the career gap if the candidate is found suitable and has the necessary skill set. All deviations both in qualifying criteria and in any part of KYC shall be informed to the HR Head and approved by the correspondent only.
- d. HR Head, shall conduct audits on a monthly basis to ensure process adherence and TAT
- e. As per the organization’s directives, the external audit also will be conducted periodically.

CONCLUSION

The above-prescribed policy is certainly drafted based on the institutions that are looking to standardize the recruitment policy and I strongly hope that the format will help the start-up institutions to establish themselves at greater extent.

References

- 1) Manoah, J. J. S. (2016, April 20). Formulas for being expertise in classroom and students handling. *IRA International Journal of Education and Multidisciplinary Studies* (ISSN 2455–2526), 3(1).
<https://doi.org/10.21013/jems.v3.n1.p3>
- 2) Manoah, J. J. S. (2020). The Emphasis Of Spelling And Meaning Of The Context For Elongated Reminiscence. *International Journal of Engineering Applied Science and Technology*, 04(10), 359–362.
<https://doi.org/10.33564/ijeast.2020.v04i10.065>