

# Timetable

## Guidance for Trainer only

### ***Module: Appointment Procedures***

There is sufficient material in the PowerPoint for 3+ hours as outlined below. A local decision needs to be reached as to how best this topic will be delivered.

**Recommendation:** 2 separate sessions required to cover this module adequately. Alternately it may be possible to omit the section on Posts of Responsibility unless specifically required!

If so doing participants should be referred to the recent circulars on posts of responsibility, particularly the fact that the scoring system has been changed – Circular 28/2011; for all other aspects of work in regard to filling PoR posts, circular 07/03 continues to apply.

Introduction <ul style="list-style-type: none"> <li>• Register signed</li> <li>• Agenda for session</li> <li>• Appointment procedures               <ul style="list-style-type: none"> <li>○ Principal</li> <li>○ Permanent teacher/Fixed term teacher</li> <li>○ Substitute teacher</li> <li>○ Special Needs Assistant</li> <li>○ Posts of Responsibility</li> </ul> </li> <li>• Distribute handouts which include slides from presentation, list of acronyms, list of circulars (<i>appendix 2</i>), productive questions (<i>appendix 4</i>)</li> </ul>	10 minutes
Presentation ( <i>as far as Slide 23</i> )	25 minutes
Group work ( <i>Slide 24</i> )	20 minutes 10 mins. discussion 10 mins. feedback
Tea/Coffee ( <i>better at start/end of session</i> )	10 minutes
Interviews to Appointment ( <i>Slide 25 - 41</i> )	35 minutes
Notifications, Records, Contracts and Law ( <i>Slide 42 - 50</i> )	10 minutes
Posts of Responsibility ( <i>Slide 51-63</i> )	20 minutes
Activity <ol style="list-style-type: none"> <li>1. Marking system (<i>Slide 62</i>)</li> <li>2. Quiz (<i>Slide 64</i>)</li> <li>3. Appointment of post holder (<i>Slide 63</i>)</li> </ol> Trainers may undertake Activity 1, 2 or 3 with the group or allocate a different activity to each of three sub groups.	20 minutes
Appeal & Arbitration ( <i>Slide 65 - 78</i> )	20 minutes
Summary, Handouts, Evaluations and Finish	10 minutes