

SOUTHERN EDUCATION AND LIBRARY BOARD

HUMAN RESOURCES GUIDANCE FOR ENGAGEMENT OF STAFF (TEACHING AND NON TEACHING) UNDER THE EXTENDED SCHOOLS PROGRAMME

Recruitment

1. All schools should adhere to recommended procedures for recruitment and selection which are designed to promote good practice including guidance relating to the advertising of posts including the use of internal trawls.
2. When an individual has been appointed to undertake the duties of one of the three posts as detailed at 3 below Form EXT should be completed, signed and forwarded to the Board's Human Resources Branch.
3. The Rates of pay for all staff (Teaching and Non-Teaching) engaged under this programme are as follows: -

Extended Schools Co-ordinator (£25 per hour)

The Extended Schools Co-ordinator will be the person responsible for co-ordinating the extended schools programme/activities within a school

Extended Schools Leader (£20 per hour)

The Extended Schools Leader will be responsible for delivering a specific extended schools activity within a school.

Extended Schools Assistant (£10 per hour)

The Extended Schools Assistant will support the Leaders in delivering a specific extended schools activity.

4. To assist with the administration associated with the engagement of Non-Teaching staff in the Extended Schools Programme you are requested to complete the attached form, ESPL and return it to the Human Resources Branch as soon as it is practicable to do so. You may wish to retain a copy of this completed form for your own records. Any updates relating to the engagement of Non-Teaching staff should be forwarded to the Human Resources Branch using form ESPL. A copy of the Human Resources Information Pack including form ESPL can be downloaded from the Board's website www.selb.org/schooldocuments

Job Descriptions

- All posts should have a job description which is reflective of the duties being undertaken for extended schools.
- Employees undertaking Extended Schools activities will be paid the rate appropriate to the duties being undertaken (see 3 above).
- A number of **existing job descriptions** which may be suitable for posts under the Extended Schools Programme are available on the RTU website www.rtu.org/extendedschools.

Payment Arrangements

Non-Teaching Staff

- For Non-Teaching staff engaged in one of the following posts: **Extended Schools Coordinator, Extended Schools Leader or Extended Schools Assistant**, the school should complete Form EXT and submit it to the Human Resources Branch. An appropriate timesheet (salaried/lunar) should also be completed in respect of each employee and forwarded to the Board's Salaries & Wages Section.
- Existing employees required to extend their normal weekly working hours in their substantive post to support the extended schools programme should be paid additional hours/overtime as required, eg Building Supervisors, Clerical Support. Details of all additional hours worked should be returned on their normal timesheet and submitted to the Board's Salaries & Wages Section. In the event that the post holder is unable to undertake the additional hours in supporting the Extended Schools Programme you should adhere to normal procedures by completing a PER02 form.

Teaching Staff

- Where Teaching staff are engaged as Extended Schools Coordinators, Extended Schools Leaders or Extended Schools Assistants a TR267 should be completed, stating the appropriate rate of pay, as detailed at 3 above. The completed TR267 should be forwarded to the Teachers Salaries Branch of the Department of Education, Waterside House, 75 Duke Street, Londonderry, BT47 6FP.

Specialists

- It is recognised that a school may engage an individual with specialist skills on a sessional basis. A pre-determined fee should be agreed and an EXT form should be completed together with a Part-Time Tutor's timesheet.

Note: Revenue and Customs have directed that as far as ELB's are concerned individuals engaged by Boards in Departmental Programmes are not deemed to be self-employed and must be paid through the Boards' payrolls.

Contractors

- Under normal circumstances persons engaged by a school will be deemed to be an employee of the school and will be paid through the Board's payroll and will be subject to statutory deductions. In those cases where a school engages an external contractor to deliver an activity under the Extended Schools Programme and the contractor is the employer of any individual(s) performing the work, the contractor will be paid directly through the submission of an invoice approved by the school which should be forwarded to the Board's Finance Branch.

Vetting Procedures

Posts involving work in educational institutions are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003. All staff in such posts are subject to vetting procedures.

Schools must ensure that the provisions as set out in the following Circulars issued by the Department of Education are adhered to:

- | | |
|---------|---|
| 2006/06 | Child Protection: Recruitment of people to work with children and young people in educational settings. |
| 2006/07 | Child Protection: Employment of Substitute Teachers |
| 2006/08 | Child Protection: Training requirement for school governors on staff recruitment and selection panels. |

Contact Details

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FREQUENTLY ASKED QUESTIONS (Human Resources)

- 1 A full time teacher in my school has offered to run a photography programme after school, one day per week. This will involve 12 sessions at 1½ hours per week. Should I offer her the same rate of pay as the artist in residence (approved by the Creative Youth Partnership at by ELB)?

No. This person should be engaged as Extended Schools Leader or Extended Schools Assistant, whichever is appropriate.

- 2 A teacher and a classroom assistant have offered to take a gardening club and a chess club, after school, respectively. Do I offer them the same rate of pay?

Yes. They should be engaged as Extended Schools Leader or Extended Schools Assistant, whichever is appropriate.

- 3 A Supervisory Assistant, who normally works lunchtimes only, has expressed an interest in supervising the extended schools breakfast club. Can I offer her the post?

It is recommended such a post is trawled amongst the appropriate staff in the first instance.

- 4 A voluntary organisation could provide the sort of physical activity programme the school has recognised a need for. Can I go ahead and employ them if their quotation is reasonable and offers value for money?

Yes. The school should take steps to ensure the required criminal background checks have been undertaken and that those employed are suitably qualified to deliver the programme.

- 5 My Caretaker will have to stay late on Wednesday (9.00PM). What rate of pay is he entitled to?

This is an extension to his/her normal job therefore they should be paid their own rate of pay with any relevant enhancements for overtime/unsocial hours.

- 6 An employee from a voluntary organisation will be tutoring P7 pupils in cycling. He has been vetted by that organisation. Do I also have to go through the vetting procedures before employing him?

Yes. All staff in a regulated position whose normal duties include work in an educational establishment either in a paid or voluntary capacity should be subject to a criminal background check by the relevant board irrespective of any checks undertaken by other

organisations. Schools must ensure DE Circulars 2006/06, 2006/07 and 2006/08 are adhered to.

- 7 A graphic artist will be working with Year 12 boys. He is self-employed, having had his own company for 6 years. How do I employ him?

Schools should seek a written quotation for the services prior to employment. Schools should then be satisfied as to the reasonableness of the quotation and whether it represents best value. Schools are also advised to take up references or contact another school who have previously used the organisation to establish suitability. The organisation should then submit an invoice which is approved by the school and should then be forwarded for payment to the Finance Branch of the Board.

- 8 A local parent is proficient in calligraphy and has offered to run a 10 week programme for Year 10 pupils. Can I employ her and on what rate of pay?

Yes. This person should be engaged as Extended Schools Leader or Extended Schools Assistant, whichever is appropriate.

- 9 I am a Principal of a small, rural three teacher school. I intend to take boys for football after school 1 day per week for 18 weeks. Can I claim payment for this?

Yes. This person should be engaged as Extended Schools Leader or Extended Schools Assistant, whichever is appropriate.

- 10 A Classroom Assistant provides guitar classes for 1 hour at lunchtime. Clarinet tuition for a few children is provided by the ELB music service. The latter cost £22 per hour. Can I pay the Classroom Assistant the same rate of pay?

No. This person should be engaged as Extended Schools Leader or Extended Schools Assistant, whichever is appropriate.

- 11 A Classroom Assistant could run a dance class after school. Is this permissible?

Yes. This person should be engaged as Extended Schools Leader or Extended Schools Assistant, whichever is appropriate.

- 12 What is the recommended rate of pay to be used for- teachers, non-teaching staff or outside personnel?

Please refer to “Human Resources Guidance for Engagement of Staff (Teaching and Non-Teaching) Under the Extended Schools Programme”.

- 13 What forms need to be completed by schools in order to have payments processed by the board?

Please refer to “Human Resources Guidance for Engagement of Staff (Teaching and Non-Teaching) Under the Extended Schools Programme”.

- 14 Who has responsibility for outside agencies coming into schools i.e. who is the employer, the schools or the Board?

Staff belonging to independent organisations are employees of that organisation.

(2) NEW EMPLOYEES PARTICIPATING IN THE EXTENDED SCHOOLS PROGRAMME (definition: an employee who does not hold a staff number on the Resourcelink HR/Payroll System)

		Please tick (✓) as appropriate			
<i>Staff Number</i>	<i>Name</i>	<i>Co-ordinator £25 p/hr</i>	<i>Leader £20 p/hr</i>	<i>Assistant £10 p/hr</i>	<i>EXT Form* completed & forwarded to HR</i>
968345	Paul Clarke	✓			

NOTE: Timesheets (lunar) to be completed in respect of each employee and forwarded to Salaries and Wages Section

(3) EXISTING EMPLOYEES SUPPORTING THE EXTENDED SCHOOLS PROGRAMME (e.g. Caretaker – opening and closing premises; Clerical support – involving additional administrative duties associated with the operation of the programme; or Supervisory Assistants – providing supervision for a Breakfast Club)

		Additional Hours		
<i>Staff Number</i>	<i>Name</i>	<i>Job Title</i>	<i>Is increase in hrs for a specified period? If yes, you must advise HR in writing of the increase</i>	<i>Will increase in hrs be on a casual basis? If yes, notify the Board through completion of normal timesheet</i>
097435	Linda Lewis	Senior Clerical Officer		✓

NOTE: Normal timesheets to be completed in respect of each employee and forwarded to Salaries and Wages Section

Signed: _____

Principal

Date: _____

* attached

