

RECRUITMENT POLICY

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1. PROPOSAL FOR APPOINTMENT

Every proposal by the Principal to make an appointment of a permanent whole-time teacher must, in the first instance, be submitted to the Board of Directors for sanction. The Board will require to be satisfied (a) as to the need for a permanent appointment, (b) that the proposed conditions of service are suitable, and (c) that the resources of the school are such as to enable them to maintain the appointment. The proposal should be accompanied by a statement explaining the need for the post.

Drawing up the Person Specification

In drawing up the person specification attention will be given to:

- The knowledge and skills required for the job, which include job-related abilities, qualifications and knowledge. Identifying ways of testing and measuring relevant skills gives objectivity to the process;
- The experience needed to perform the job competently, which may arise from a variety of backgrounds.

2. ADVERTISEMENT OF VACANCY AND PROVISIONS OF INFORMATION ABOUT THE POST

2.1 Every vacancy for a permanent whole-time position must, normally, be advertised in the newspapers. The advertisement should be a brief one. If the Principal so desires, an extra provision may be included in the advertisement to the effect that canvassing will disqualify.

2.2 In the case of an appointment to a teaching post carrying remuneration higher position – HOD for example, however the Principal, in certain circumstances, may not insist on the post being advertised publicly provided the Board and teaching staff are notified of the vacancy and suitably qualified teachers on the staff are given the opportunity of applying for the post.

2.3 Each applicant for appointment, whether a vacancy is to be filled following public advertisement or in accordance with paragraph 2.2 should be provided with a suitable Application Form, and with copies of the Terms of Appointment and Conditions of Service. Any departure from this standard form should be brought specially to the notice of all applicants for the post in question.

2.4 Interview and selection:

- A mix of open and closed questions can be used with appropriate follow-up in order to assess candidate's ability to undertake the

duties of the post and to probe the depth of knowledge of candidates;

- Key questions should be directed in much the same terms to each candidate so that all have the opportunity to respond to important issues or aspects of the job;
- Where candidates are asked to comment on a specific technical point or hypothetical example, each candidate should normally be asked to address that same point;
- Subsidiary questioning may be tailored to individual candidates' experience;
- At the conclusion of each interview candidates should be given the opportunity to raise any points or questions with the panel.

At the conclusion of the interview, the Principal should advise candidates as to the way in which they will be notified as to the outcome. Normal practice is to contact the successful candidate by telephone and then inform unsuccessful candidates in writing as to the outcome.

3. AGE LIMITS

Normally, on first appointment, a permanent whole-time teacher must be not less than 21 years of age. A person over 30 years of age may be appointed if the Principal and the Board is satisfied that he/she is a suitable person for the appointment, having regard to his/her teaching or other experience.

4. MAKING AND APPROVAL OF APPOINTMENT

4.1 When a person has been appointed to a position of permanent whole-time teacher by resolution of the Principal and the HOD, their Appointment Form together with documentary evidence of their qualifications must be submitted to the Board without delay. If the Board is satisfied that the person appointed holds the necessary qualifications as specified in the advertisement for the post, approval of the appointment will be issued to the Principal, subject to the submission of satisfactory evidence of age, health and character as required by Sections 5, 6 and 7. The person appointed should be required to signify in writing their acceptance of the Conditions of Service attaching to the post and to take up duty when these requirements have been completed.

5. CERTIFICATION

- 5.1 Every person appointed to a position of permanent whole-time teacher shall furnish as evidence of age a certified extract from a Public Register of Births.
- 5.2 A health certificate issued during 12 months prior of application will be acceptable.

6. CHARACTER REFERENCES

Every person appointed for the first time to a position of permanent whole-time teacher shall furnish to the Principal, personal references with valid and updated contact information. The references shall be from persons of standing, such as members of professions in education, who are well acquainted in private life with the person appointed. References from relatives shall not be furnished.

7. QUALIFICATIONS

7.1 The academic and technical qualifications and the qualifications in the English language are set out in sections 8, 9 and 10.

7.2 The qualifications specified are minimum qualifications and should, wherever possible, be supplemented by practical experience in education to which the subject or subjects of instruction relate. In addition, where the qualifications specified do not include a pass in a test in teaching, satisfactory progress at a short course in Methods of Teaching conducted by the Department of Education may be required. A teacher already qualified may be required during the probationary period or subsequently, and after due notice, to attend CIE courses of instruction as may from time to time determined by the school.

7.3 A vocational teacher who has already been recognised as qualified to teach specific subjects may, subject to the provisions of paragraph 8 be regarded as qualified to teach these same subjects on re-appointment to a similar post.

7.4 The school may accept a qualification, which in its opinion is equivalent to any of the qualifications specified, and for this purpose we will consult with organisations representing the various interests.

8. CLASS III TEACHERS - QUALIFICATIONS

8.1 Academic and Technical qualifications depending on the post available.

English

The degree of a recognised degree-awarding authority with English taken as a subject in the final examination.

Other languages

The degree of a recognised degree-awarding authority with the specific language taken as a subject in the final degree examination.

Science

The qualifications for these posts are BsC Degree with major in Physics or Chemistry.

Geography

The degree of a recognised degree-awarding authority with Geography taken as a subject in the final degree examination.

Guidance

To be qualified as a Guidance teacher a person must:

- (i) be qualified to be a recognised post-primary teacher
and
- (ii) hold the Diploma in Guidance and Counselling or the Post-Graduate Diploma in Guidance or an equivalent approved qualification.

History

The degree of a recognised degree-awarding authority with History taken as a subject in the final degree examination.

Combination of Subjects

The degree of a recognised degree-awarding authority with the subject or subjects forming the major portion of the teacher's teaching time taken in the final degree examination and the subject or subjects forming the minor part of the teacher's teaching time taken as part of the degree course.

Other Subjects

In the case of subjects other than those set out above, the qualifications required will be specified by the Principal in approving of the proposal to create the appointment. Normally, the minimum requirement will be a degree of a recognised degree-awarding authority with the subject or subjects in question, taken in the final degree examination.

Lower and Upper Primary

In this case the applicant should preferably have a full University Degree or equivalent with a BEd.

Pre-Primary

In the case of a Pre-Primary position the applicant must have a qualification in Early Childhood Development over and above their teacher qualification BEd or Degree.

9. APPOINTMENT TO POSTS OF HIGHER GRADE THAN TEACHER

- 9.1 All proposals for the creation of posts other than those already scheduled and for the promotion or appointment of teachers to

such posts are dealt with by the Principal as they arise. The appropriate qualifications for each such post, the remuneration, the terms of appointment and the conditions of service are determined having regard to the nature of the post. Preference will be given to candidates otherwise suitably qualified who have teaching experience at an appropriate level.

10. SALARY SCALES AND ALLOWANCES

The Principal is prepared, subject to the conditions of this memorandum, to approve of the payment to permanent wholetime teachers of salaries and allowances at rates approved and in line the market as well as the budget. Remuneration is determined by qualification and years of experience. The current rates and the conditions which apply are in accordance to the Patterson's Pay Scale.

11. ANNUAL INCREMENTS

- 11.1 The payment of annual increments of salary shall in every instance be dependent upon the teacher's service having been satisfactory to the Principal. In assessing service regard shall be had to the teacher's aggregate number of effective teaching hours in the appropriate year including hours expended in promoting other activities recognised by the Principal as an equivalent to teaching hours.
- 11.2 The first increment of salary shall become payable on completion of one year's satisfactory service from the date of taking up duty or is the or in some cases the increment may be reckoned from the first day of that month; and the date in question shall be the incremental date in succeeding years.
- 11.3 A probated teacher (see Section 12 below) whose service on or after 1st regarded subsequently as satisfactory, receive such increase of salary on the appropriate incremental date as would place him/her at the point on the salary scale he/she would have reached had all his post-probationary service been satisfactory.

12. PROBATIONARY SERVICE

- 12.1 Every person appointed for the first time to a position of permanent whole-time teacher shall be required to serve a probationary period of at least six month's duration. At the end of that six months, the teacher may be confirmed in his appointment, continued on probation for a further period or at any time during the probationary period his appointment may be terminated as the Principal directly or with the approval of the Board.

13. DUTIES

13.1 Duties

In addition to the organising, supervisory and administrative work associated with the position, the Principal and Vice-Principal may also be required to devote an appropriate amount of time to actual teaching. The number of hours to be given in actual teaching should normally depend on the need.

A Principal or Vice-Principal may, at the Board's discretion, be required to reside in the vicinity of the school to which they are assigned.

14. TEACHING HOURS

The number of hours of instruction to be given by a whole-time teacher should be fixed with reference to the terms of the subject they teach. In general this amounts to 45 lessons per week which equals to 27 hours per week. Additional hours spent in marking and preparation amounts to a minimum of 15 hours per week.

15. Travel allowance:

- (i) A permanent whole-time teacher employed by the school shall be entitled to a refund of travelling expenses actually and necessarily incurred in the performance of the teacher's duties.
- (ii) A permanent whole-time teacher may be allowed the use of a private conveyance for travelling in the performance of the teacher's duties. Allowances may be paid in respect of the use of such private conveyance at rates not exceeding those approved from time to time by the Principal.

16. LEAVE OF ABSENCE

16.1 Annual Leave

A permanent whole-time teacher shall be granted a minimum of six weeks vacation each year, provided they have satisfactorily completed the duties normally required of teachers immediately after the conclusion of class-work for the session and subject to the condition that they may be required to attend a course of instruction during portion of the vacation period. Vacation must be taken during normal school holidays.

16.2 Sick Leave

- (i) Sick leave may be granted to permanent whole-time teachers only when there is a reasonable expectation that the teacher will be able to resume duty. *Refer to the Labour Act "Annexure A".*

- (iii) When a permanent whole-time teacher is paid salary while absent on sick leave arising from physical injury caused by an accident, the teacher should be required to furnish as soon as possible to the Principal a written report giving the following particulars:-
 - (a) the circumstances in which the accident occurred;
 - (b) if the teacher considers that another person was responsible for the accident, the name and address of such person, his solicitor (if any), and if the person's liability for such accident is known to be covered by an insurance company, the name and address of the insurance company;
 - (c) copies of any statements of witnesses which are available to the teacher; and
 - (d) whether the teacher intends to claim damages from any other person for such injury.

16.3 Pregnancy Leave

A permanent whole-time teacher absent owing to pregnancy may be granted sick leave with pay on the condition that she bears the cost of providing a substitute or alternatively she may be granted special leave without pay and may be claimed from the Social Security Commission.
(In accordance with the Namibian Labour Act.)

SALARIES AND ALLOWANCES

1. SALARIES

As published.

2. SCHOOL FEES FOR TEACHING STAFF WITH SCHOOL GOING CHILDREN

- 1. An allocation of money for allowances in respect of teachers children:
 - a. A teacher shall pay N\$500/month per child regardless of the current school fees.
 - b. A teacher is responsible for the payment of textbook fees and examination fees as per normal.

Annexure "A"

(ii) Section 40. **Sick leave. (1)** An employer shall grant an employee who is absent from work through incapacity:

- (a) in the case of an employee who works not more than five days during a week, not less than 30 working days; or
- (b) in the case of any other employee, not less than 36 working days;

sick leave in the aggregate on full remuneration during each period of 36 consecutive months for which the employee is employed by him or her (hereinafter referred to as a sick leave cycle): Provided that during the first 12 consecutive months of employment an employee shall not be entitled to sick leave on full remuneration at a rate of more than, in the case of an employee who works not more than five days during a week, one working day in respect of each completed period of five weeks employment, and, in the case of every other employee, one working day in respect of each completed month of employment.

(2) The amount to be paid in terms of subsection (1) to an employee in respect of a day's sick leave on full remuneration, shall not be less than the remuneration payable to him or her in respect of the time (excluding overtime) ordinarily worked by him or her on that day of the week.

(3) An employer shall not be bound in terms of subsection (1) to pay to an employee an amount in respect of any absence from work for a period covering more than two consecutive days, unless the employee produces a medical certificate signed by a medical practitioner and stating the nature and duration of the employee's incapacity: Provided that if an employee has during any period of up to eight weeks received payment in terms of that subsection on two or more occasions without having produced such a certificate to his or her employer, his or her employer shall during the period of eight weeks immediately succeeding the last such occasion not be bound to pay the said amount to the employee in respect of any absence from work, unless he or she produces such a certificate. The first such certificate must be furnished not later than the fourth day of sick leave.

(4) The provisions of subsection (1) shall not apply in respect of:

an employee at whose written request an employer makes contributions, at least equal to those made by the employee, to any fund or organisation designated by the employee, which fund or organisation guarantees to the employee in the event of his or her incapacity the payment to him or her of not less than the equivalent of his or her remuneration for 30 working days in each period of 36 months of employment, if he or she works not more than five days during a week, or 36 working days in each such period if he or she works six days during a week. (Ref. Social Security Commission)