

# DOMAIN : HUMAN RESOURCE

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**Sub-Domain: Teaching staff  
recruitment and selection**

# Presented By: Spectrums School

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## Group 1

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- 3. **Dr. Priya D'Souza** - Ashoka Universal School, Maharashtra, Nashik
- 4. **Ms. Tejaswini Vise** - Ashoka Universal School, Maharashtra, Nashik
- 5. **Ms. Imtina Khathing** - N. N. Nagi School, Dimapur, Nagaland
- 6. **Ms. Maniti Bakshi** - Eklavya School Ahmedabad
- 7. **Mr. Parth Yagnik** - Eklavya School Ahmedabad

# Goal

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To recruit qualified and competent teaching staff that is sufficient in number to support the fulfillment of the school's mission and objectives

# **Where Are We Now? (With Reference To Priority Areas For Development Noted Above And Informed By Evidence)**

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- Our recruitment process is not robust and we do not get suitable teachers with knowledge, skills and attitude.

# Outcomes

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- To get suitable teachers with knowledge, skills and attitude.
- To develop a systems approach



# SMART TARGETS

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- Specific- The school will maintain a consistent process for recruiting qualified and competent teaching-staff to support the fulfillment of the school's vision and mission.
- Measurable - The effectiveness of this recruitment process will be reviewed and evaluated annually.
- Achievable - Based on the school's need and the ability to meet the requirements through recruitment strategies and professional development.
- Relevant - Meeting the requirements of school's mission and vision and the guidelines given by the State and CISCE
- Time-bound - The recruitment process will be completed at the earliest, maximum within a month of the advertisement.

# Actions To Bring About Improvement

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- Strategy 1 for Goal 1 –
  1. Find the number of teachers required to be recruited for the next academic year, at least 3 months before the Date of commencement of the next academic year. (Evidence 1)
  2. Advertise in newspapers and social media. (Evidence 2)
  3. Based on the responses by the candidates, the school HR team should scrutinize the applications in three days of the receipt of the same. (Evidence 3)

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- 4. The HR head will make a Comparative Statement of all prospective filtered candidates and forward it to the Principal to further go through the list and decide upon the candidates to be called for an interview. (Evidence 4)
  - 5. The selected candidates will be notified about the interview date and time through a call and an email. (Evidence 5)
  - 6. On the day of interview (Evidence 6):
    - A. The candidate will be given a written test which will comprise of questions relating to – Language competency, general awareness and reasoning. (Evidence 7)



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- B. The candidate will go around the school and observe the campus.
  - C. The candidate will be given a set of books to prepare for her demo class for which she will be given sufficient time.
  - D. She is also made to interact with the existing subject teacher who liaison with her informally and tries to gauge whether the candidate is suitable or not.
  - E. The candidate will also be allowed to observe one class of an existing educator so that she can understand the school's pedagogy. This gives the prospective candidate a confidence before her demo class.

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- F. The candidate will give a demo class which will be attended by one subject teacher and the Principal or Vice-Principal.
  - G. After the demo class, the Principal and Vice-Principal will discuss with the subject teacher who observed her class and identify if she is suitable or not for the available vacancy.
  - H. The suitable candidate will be explained the terms and conditions of her Job profile by the HR. The offer letter will be handed over. The candidate will revert within three working days. On confirmation, the appointment letter will be given.
  - I. A copy of the acceptance letter of appointment will be given to the HR from the newly joined employee.

# **Time/materials/staff development including costings**

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- **Time – 0 – 3 months**
- **Materials – Newspaper, Stationery, Print & Social Media**
- **Costing's – Advertisement budget p.a. 1,00,000 tentatively.**

# STAFF/LEAD RESPONSIBILITY

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- HR Manager
- Principal & Vice-Principal

# SUCCESS CRITERIA

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- 1. All teaching staff possess the necessary qualifications and certifications required by the school.
- 2. Recruitment processes ensure that new employees are aligned with the school's mission and vision, demonstrating commitment to the school's core values and educational philosophy.
- 3. Improvement in student academic performance and engagement is observed, attributed to the enhanced quality of teaching staff.



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- 4. High retention rates of competent teaching staff, indicating job satisfaction and alignment with the school's mission and vision.
  - 5. Positive feedback from students, parents, and other stakeholders about the quality of education provided by the recruited teaching staff.
  - 6. Teaching staff exhibit strong collaboration and teamwork, contributing to a positive and productive school culture.

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- **Strategies to Monitor and Evaluate:**

1. The recruitment process will be reviewed annually through the use of a checklist of the process parameters.
2. Newly joined educators will be asked to give suggestions for improving the recruitment process in the month of April every year.

# Thank You

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- Q & A