# Best Practice

The HR Manual includes guidance and advice based on best practice in modern HR, including suggested processes where TSC systems are currently under development.

Teachers and school leaders are encouraged to read these pages to find out more about best practices ahead of implementation of new TSC systems.

All learning pages are labelled 'Learn' and can be found in the relevant sections of the manual. They are also linked below:

## Teacher Workforce Planning

- General criteria for forecasting teacher workforce
- How to attract and retain teachers

## Teacher and School Leader: The Jobs

- Contents of a job description
- How to use a job description
- How school leaders may enrich a teacher's job

## Recruitment

- How to use the recruitment SCORE SHEET
- How to conduct a successful job (or promotion) interview

## Probation and new in job

- How to welcome a new teacher into school
- How to evaluate a teacher on probation

## Promotion

- How to use the promotion SCORE SHEET

## Teacher Education

- How to arrange and supervise student practice

## Induction Programme

- How to mentor a teacher in his or her new job

## Continuous Professional Development

- The CPD Cycle
- How to assess the learning needs of teachers
- Identification of training and non-training solutions
- Strategies for addressing learning needs
- How to analyse the cost-effectiveness of alternative strategies
- How to plan a learning event
- How to design an effective CPD training course
- How to manage and administer a learning event
- How to deliver an effective CPD training course
- How to assess effectiveness of a learning event
- How to evaluate the results of a learning event
- Follow up on a training course
- Out of the classroom, on-the-job or spare-time learning
- How to initiate self-directed learning

## Performance Appraisal

- How to set criteria for performance

## Motivation

- How to motivate teachers for high performance

## Equal Opportunities

- How to uphold Equal Opportunities in schools
- How to deal with discrimination

## Occupational Health & Safety

- How to secure health and safety in schools
- How to prepare in case of an accident in school
- How to manage stress
- How to report poor occupational health and safety

## Work Environment

- How to promote a good physical work environment
- How to promote a good psychological work climate
- How to protect the natural environment in schools

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