

Department of Education, Sport and Culture

Secondary Teachers' Refer a Friend Scheme

Aim

- To maximise the networking/connections of our existing employees to source secondary teaching professionals
- To support the successful recruitment of great candidates to these positions
- To reduce the cost of advertising and agency fees

Scope

This refer a friend scheme applies to recruitment to all full or part time qualified Secondary Teaching positions.

The scheme excludes recruitment to supply teaching.

All public service employees can make a referral, with the exception of the Recruiting Panel and OHR.

The Process

If there is not a specific vacancy being advertised, applications can be made to the Secondary teacher rolling advert stating how they heard about the vacancy together with the name of the teacher who referred them.

The Payment

The reward for a successful referral is £500.

The Rules

- The referring employee will receive a £250 payment when the successful teacher has commenced the position AND a further £250 payment when the teacher has been in post for two terms.
- OHR will instigate payment once this has been achieved and payment will be made from the recruiting school's budget.
- There is a cap on the number of referrals an employee can make that can be made - 5 referrals in any two years.
- A referral will only be paid if the teacher acknowledges the employee as the referrer in their job application
- Referral payments will be subject to Tax but not NI.