

# Teacher & Staff Recruitment Kit

School Administration

Document type: Plan / SOP / strategy / guide · Generated 16 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Produces a teacher/staff recruitment kit — role and qualification requirements (B.Ed/TET/NCTE norms), a demo-lesson and interview process, background/POCSO verification, and reference checks — so you hire qualified, effective and safe staff. Use it to recruit. For the contract use the Staff Employment Agreement.

## Purpose of this tool & output

Hire qualified, safe, effective teachers

## How the output is used

Use the kit to hire qualified, safe and effective teachers.

## Important cautions

Verify qualifications (B.Ed/TET as required) and antecedents rigorously — teachers work with children, so background/POCSO verification is essential, not optional. Confirm current NCTE/board qualification norms.

## Companion documents

- Teacher Training & Development Program
- Teacher Appraisal & Performance Management
- Workload & Substitution Management
- Staff Induction & Onboarding
- Teacher Retention & Motivation
- Teacher Code of Conduct & Standards

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.