



3.2 SCHOOL POLICY - Appointments Policy

To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy, will be selected to carry out the appropriate appointment procedures. Therefore, the principal must ensure that they:

1. Determine the composition of the various appointment committees according to the schedule outlined below:
 - a. Appointment of the deputy-principal, head of departments/senior teachers will involve an appointment committee consisting of the principal, the board chair and a further trustee (should the board feel the need to include one).
 - b. Unless determined otherwise by the board, appointment of all other teachers, part time teachers, long term relieving teachers, and non-teaching staff will be the responsibility of the principal in consultation with the board chair or delegate where deemed necessary.
 - c. Requirements relating to the Proprietor's Representative on appointment panels will be met.
 - d. All board members participating in an appointment process will be well briefed on their responsibilities as a good employer

Appointment of the principal is the responsibility of the board which will determine the process

Date:

Signed
Board Chair:

Review schedule Triennial