

GUIDELINE 4.1 – APPOINTMENTS AND STAFF SELECTION

Guidelines

1. The Principal in consultation with the Heads of Faculty and Senior Leadership Team will determine the staffing needed to meet the school's goals.
2. All advertising and appointments within the school to teaching positions within the school comply with the relevant collective agreements.
3. For management staff, HoFs and Senior Leadership positions the composition of the Appointments Committee is set by the Principal and done in consultation with the Board of Trustees. The Appointments Committee has the authority to offer a position on behalf of the Board of Trustees. All Board of Trustee members are informed of this decision. The Board formally ratifies the appointment at the following Board meeting.
4. Appointments for permanent and fixed term teachers and support staff are made by the Principal in consultation with appropriate Heads of Faculty and Senior Leadership Team, and ratified by the Board of Trustees.
5. The Principal, in consultation with the Senior Leadership Team and Heads of Faculties, is delegated the responsibility of setting time frames, setting interview questions and conducting the interview.
6. The entire Board is involved in the recruitment, selection and appointment of the school principal.
7. All employment process will be kept strictly confidential.
8. The Principal is responsible for the safe keeping of the application form and the curriculum vitae of each appointee.
9. Applicants may be offered reimbursement to help offset interview expenses.
10. All applicants will be notified of the result of their application.
11. No trustee or staff member involved in the appointments process acts independently of the Board's decision on appointments.
12. All positions are offered and accepted in writing.
13. Principal will conduct a Safety Check of the prospective employee prior to appointment in line with requirements of the Vulnerable Childrens Act 2014. The final appointment will be made on completion of a satisfactory safety check.

14. Newly appointed staff members will go through an induction process. This will take the form of information, ongoing instruction and support to the new person until such time as they are established in their position.
15. Appeals regarding the appointment process will be directed to the Board of Trustees.
16. The application form for staff appointments is reviewed regularly to ensure that it meets all legislative requirements.