

## Appointments Policy

The Board of Trustees will be the legal employer of teaching and support staff and, therefore, intends to be good employer ensuring the most suitable applicant for all positions is appointed. In making all appointments the Board of Trustees will ensure set procedures are followed with due regard to all regulations and equal employment opportunities.



### Guidelines:

1. Advertise all positions of 1 year or longer in the Gazette.
2. An appropriate committee will be formed, dependent on the job to be filled.
3. All applications will be confidential to the appointments committee.
4. Criteria will be formulated for all positions and appointments made will reflect this. Interviews will be held for all permanent vacancies.
5. The Principal with the help of the selections committee will determine if the vacancy is permanent or fixed term.
6. If no suitable candidate is found other solutions may be explored or the position re-advertised.
7. All teachers must be registered with the Teachers Council.
8. The Board Chair or nominated delegate will notify the successful applicant as soon as practical via phone. Written confirmation will follow.
9. Unsuccessful applicants will be informed via phone and in writing as soon as practical.

**Policy Group:** Principal, BOT  
**Review Cycle:** Triennially

<b>Review Date</b>	2017	2020	2023	2026
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**Signed by:**