

# RIDGEVIEW SCHOOL BOARD POLICY



## APPOINTMENTS

### National Administration Guideline 3 - Personnel

#### Background to Policy

The Appointments Policy is designed to recruit high calibre staff for RidgeView School.

#### Policy Statement

It is the policy of the Board of RidgeView School to support, develop and maintain a motivated and capable team of teaching and support staff in order to provide the best learning environment for its students. We will ensure that all legislative and contractual obligations are met, in our role as a good employer.

#### Policy Implementation

*In implementing the policy on Appointments, the Board will take appropriate action:*

1. To ensure that the most suitable applicant is appointed to any position based on the needs of the school.
2. To ensure that the appropriate Acts and Contracts are abided by when appointing staff.
3. To ensure that equity is maintained when appointing Staff.

#### The School will ensure that:

1. All members are familiar with and responsible for appointments made.
2. The Board will abide by all appropriate Acts and Contracts.
3. The Board will appoint sufficient staff to maintain at all times the student/teacher ratio specified by the Ministry and to meet Charter objectives.
4. All permanent, full time teaching vacancies will be advertised nationally.
5. The Board, as the legal employer of teaching and support staff, will approve all staff appointments.
6. The Board will set up an appropriate Appointments' Committee as per the following:
  - a. Principal's Appointment - All Board
  - b. Permanent Teaching Staff - Principal, Staff Representative and one other Board member
  - c. Fixed Term Teaching Staff - Principal and Staff Rep or designated teacher
  - d. Support Staff - Principal and one other appropriate person i.e. Staff Representative, designated teacher or Board member. At times, the Principal may need to employ support staff to cover an immediate need e.g. interim response funded teacher aide. The Principal may appoint someone to fill this need with immediate effect.
7. All applications will be confidential.
8. All referees' statements are confidential and will be destroyed or returned to the referee on request.
9. Only the Principal, Chairperson or their nominee may offer the position to an applicant.
10. The name of the successful applicant will not be released until acceptance has been confirmed in writing.
11. The Principal or the Chairperson of the Board or nominee will endeavour to notify all applicants as soon as possible after the decision has been reached.
12. The Principal and successful applicant will negotiate a suitable start date.

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## Appointment Process:

- a) An application form will be formulated.
- b) The vacancy will be advertised (nationally for a teaching position).
- c) The applications will be processed by the Appointments' Committee for all positions.
- d) A short list will be prepared.
- e) All applications will be acknowledged.
- f) If appropriate, a short list of candidates will be invited to an interview at a convenient time and place.
- g) The Appointments' Committee will be the interviewing panel.
- h) The Board may engage an adviser to assist in the appointment of a Principal and any other positions as necessary.
- i) After the interviews, the Appointments' Committee will:
  - i. Carry out police vetting of the recommended applicant
  - ii. Make a recommendation to the Board for approval
- j) The Principal, Chairperson or nominee will:
  - i. Notify the provisional appointee by phone
  - ii. Confirm in writing.
- k) The unsuccessful applicants will be notified as soon as possible

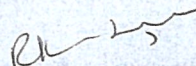
**This policy will be reviewed as per the Board's Effectiveness Review Programme**

**Confirmed by the Board on:** \_\_\_\_\_ (date)

**The planned review date will be:** \_\_\_\_\_ (date)



**Presiding Member**



**Principal**