



## **STAFF APPOINTMENTS POLICY**

### **NAG 3**

#### **Rationale:**

The Board of Trustees will ensure the school recruits the best staff possible to fulfill its professional and special character requirements.

#### **Purposes:**

1. To ensure that the most suitable applicant is appointed to every position.
2. To ensure effective delivery of the curriculum and provision of pastoral care.

#### **Guidelines:**

- Successful candidates must fulfill both the professional and special character requirements to meet the learning needs of the students from a Christian world view perspective.
- All full-time permanent teaching positions will be advertised in the Education Gazette and other such available publications as is appropriate. For support staff, if required an advertisement will be placed in local newspapers.
- A recruiting agency may be used at the discretion of the Principal in consultation with the Personnel Committee.
- The most suitable person will be appointed to each position, but the Board reserves the right to re-advertise a position if no suitable applicant is found.
- The identity of all appointees will be verified by sighting original primary identity document (eg Passport ) and secondary identity document (driver licence).

#### **In all appointment documentation the following will be stated:**

- The Board of Trustees is an equal opportunities employer.
- Will appoint the suitable applicant to every position.
- The acceptance of an offer of appointment confirms the applicant's commitment, and willingness to uphold the special character of Elim Christian College.
- The board may only permanently appoint a teacher who has a current practising certificate, or a limited authority to teach, issued by the Education Council. The offer of employment is conditional until such time as evidence of a current certificate or authority is produced to the board.
- For teaching staff, continued employment is contingent on maintaining a current practising certificate, or a limited authority to teach, issued by the Teachers Council.
- In the case of support staff the offer is conditional on an appropriate result from the Police Vetting process, as carried out by the Licensing & Vetting Service Centre.

Continued employment is contingent on a 3 yearly appropriate result from the vetting process.

- The Principal will coordinate the composition of the appointment panel for all staffing positions, other than for the Principal's position, according to the nature and type of position to be filled. In the majority of cases it is likely that the panel will comprise the Principal, a member of Leadership Team and the Principal's Appointee. A trustee will commit to sit on the interview panel for all permanent appointments.
- The name of the appointee is to be sent to the Personnel Committee for information within three days of the appointment.
- Regarding the appointment of the **Principal**: a separate and specific appointment process will be determined by and agreed to by full Board of Trustees.

Ratified by Board: \_\_\_\_\_

Signed for B.O.T.

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Date