



APPOINTMENT POLICY

Rationale:

That the best possible appointments to both teaching and non teaching vacancies are made to ensure that the strategic vision and goals of Spotswood College are met.

Objectives:

1. Appropriately qualified staff are appointed to deliver the curriculum effectively and support the overall operation of the school.
2. All appointments meet the requirements of relevant Acts, Employment contracts and the School Charter.
3. Equal Opportunities principles shall be applied and demonstrated in appointment procedures with the vacancy filled by the best person for the position.
4. In the case of non suitability of all applicants the position will be readvertised.
5. Members of staff will be encouraged to apply for appropriate positions in the college.
6. Responsibilities for the appointment procedures of staff are:

POSITION	PRE-ADVERT	SHORTLIST	INTERVIEW	SELECT	APPOINT	INDUCT
Principal	Board	Board	Board	Board	Board	Board
Snr Mgmt	Principal	Princ/PC	Princ/PC	Princ/PC	Board	Principal
HOD	Principal	Princ/SLT	Princ/ SLT	Princ/ SLT	Board	Principal
Unit Holder	Principal	Princ/HOD	Principal	Principal	Board	HOD
Spec Ed	Principal	Princ/HOD	Princ/HOD	Principal	Board	HOD
Other Tchg Staff	Principal	Princ/HOD	Princ/HOD	Principal	Board	HOD
Support Staff	Principal	Principal/SLT/ Admin	Principal/ Admin	Principal/ Admin	Principal	Principal/ Admin

7. Whilst the above is the general expectation, the Principal may at his/her discretion contact the Personnel Committee for further advice on specific appointments.

Conclusion:

All applicants will have equal access to job opportunities. By following the principles outlined above the most suitable applicant for the position will be appointed.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 28 May, 2012

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: May, 2015

Reviewed Date: _____ Signed for B.O.T. _____