



3.6 OUR LADY OF THE SACRED HEART SCHOOL APPOINTMENTS POLICY

To assist in the appointment of quality staff to any vacancy which may arise, appointment committees, with expertise relevant to the vacancy, will be selected to carry out the appropriate appointment procedures.

Therefore, the principal, in consultation with Board, must ensure that they determine the composition of the various appointment committees according to the schedule outlined below:


- a. Appointment of the deputy-principal, head of departments/senior teachers will involve an appointment committee consisting of at least the principal, the board chair and a further trustee (should the board feel the need to include one).
- b. Unless determined otherwise by the board, appointment of all other teachers, part time teachers, long term relieving teachers, and non teaching staff will be the responsibility of the principal in consultation with the board chair or delegate where deemed necessary.

Appointment of the principal is the responsibility of the Board which will determine the process.


In forming an Appointments Committee, the Board will give consideration to:

- diversity and balance in the compositions of the Committee; and
- requirements of the *Handbook for Boards of Trustees, Principals and Staff of New Zealand Catholic Integrated Schools* (2013 Ed), being that a Proprietor's Representative will be on appointment committees unless there are circumstances (eg lack of availability) which prevent this.

Review schedule: Triennially



CHAIRPERSON



SECRETARY

Adopted as Policy March 2015

Review schedule: Triennially