



Sacred Heart College

NATIONAL ADMINISTRATION GUIDELINE 3

Policy: Appointments

The Special Character, also known as the Catholic Character, provides the framework within which the whole school curriculum is delivered; it is integral to everything that takes place in the school, or on behalf of the school, and its community.

RATIONALE

The school aims to make the best possible appointments to both teaching and non-teaching vacancies to ensure that its mission can be achieved. It seeks also to act as a good employer and abide by terms and conditions of relevant acts and awards and has a strong commitment to equal employment.

PURPOSE

1. To ensure that the school is at all times fully staffed.
2. To ensure bearing in mind legal and other requirements in the job description (wherever possible), that the best person is appointed to each position.
3. To permit the person(s) most closely involved in managerial or supervisory capacities for each position to be involved in the appointment.

GUIDELINES

1. All positions shall be advertised in the appropriate and required manner and posted for staff.
2. Job descriptions and/or schedule of duties will be available.
3. In consultation with the HOD/Teacher in Charge appointment criteria will be developed for each position as it arises. All teachers appointed to permanent positions will be registered
4. Non-teaching appointments will be made by the Principal and/or the delegated representative.
5. Teaching appointments will be made as follows:
 - a. Assistant Teachers - by the Principal, DP and/or AP, and the HOD of the relevant teaching area.
 - b. Positions of Responsibility –by the Principal, DP or AP, and a Board committee of two persons (appointments committee).
 - c. Deputy and Principal by the full Board of Trustees.
 - d. DRS - by the Principal and Board appointments committee and representatives of the Proprietors Representatives on the Board.
6. For all subject teacher positions the relevant HOD will be consulted.
7. For all tagged positions the DRS, and the Proprietor Representatives will be consulted.
8. The Board will be advised of appointments at the meeting following the appointment.
9. As soon as an appointment is confirmed and accepted, the Principal will inform the staff.

Carolyn Hegarty
(Chairperson, Board of Trustees)

Reviewed: August 2017
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