

# **STAFF APPOINTMENT POLICY**

## **'Live, love and learn in a caring Christian Community'**

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### **1 INTRODUCTION**

The purpose of this policy is to set out the appointment of staff at St Joseph's Catholic Primary School.

### **2 IDENTIFICATION OF RECRUITERS**

Whilst the Trust Board is the employer of staff, the appointment of staff in all but the position of Headteacher or Deputy Headteacher has been delegated to the Personnel Committee of the Local Governing Body and the Headteacher.

The Headteacher will always notify and inform the Chair of Governors and Chair of the Personnel Committee on the recruitment of staff.

The views of pupils may be sought as part of the appointment process.

#### **2.1 Non Teaching Staff:**

The Headteacher will oversee the recruitment and appointment of all non teaching staff at St Joseph's.

Members of the Senior Management Team may also be involved in this recruitment process for professional development.

The Headteacher may request the Personnel Committee to be part of the recruitment process if it is deemed to be in the best interest of the school.

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#### **2.2 Class Teachers:**

The Headteacher and members of the Personnel Committee will oversee the recruitment and appointment of all class teachers.

Members of the Senior Management Team may also be involved in this recruitment process for professional development.

***St Joseph's Catholic Primary School, Bishops Stortford, CM23 2NL***

The interview panel will consist of at least 3 individuals and will include at least one member of the Governing Body. If there is a split decision over candidates, the Headteacher will have the casting vote.

**2.3 Deputy Headteacher/ Headteacher:**

The Trust Board and Local Governing Body will decide if they or a sub committee are involved in the appointment of the Deputy Headteacher or Headteacher.

Please see annex 1 for the steps taken to appoint such a position.

**For all appointments, at least one recruiter will have successfully received accredited training in safe recruitment procedures.**

**3 CES APPLICATION FORMS AND CONTRACTS**

- 3.1 All applicants must complete the CES application form and additional recruitment forms.
- 3.2 All appointed staff will sign a CES contract of employment between themselves and the Governing Body (as employers)
- 3.4 Any member of staff appointed must follow and actively support our school mission statement and “have regard to the Roman Catholic character of the school and not to do anything in any way detrimental or prejudicial to the interest of the same.” (CES contract)

## **ANNEX 1**

**Procedure to be followed when a vacancy occurs for head or deputy headteacher and advisory rights have been accorded to the Chief Education Officer.**

### **Step 1**

Notify vacancy to CEO/ LA/HIP and Diocese in writing

### **Step 2**

Full governing body meets and agrees either

- That the whole governing body shall be involved in the selection process or
- That a selection panel of at least three governors is appointed to carry out the selection process

### **Step 3**

The governing body or panel agrees

- The text of the advertisement
- The person specification
- The job description
- The documents to be provided for applicants
- In consultation with the CEO, Diocese and the LA, the dates for short listing and interview

### **Step 4**

The post is advertised nationally

### **Step 5**

Suitable applicants are selected for interview and copies of the application forms are supplied to the LA/SIP and the Diocese

### **Step 6**

Short listed candidates are interviewed

### **Step 7**

The decision to appoint is taken by a full meeting of the governing body