



YENDARRA PRIMARY SCHOOL

PROCEDURAL STATEMENT

APPOINTMENTS

RATIONALE

The Board aims to appoint highly effective teachers and quality support staff to Yendarra School.

GUIDELINES

- All appointments to teaching positions within this school will comply with the Education Act 1989 and any amendments
- With the exception of the position of Principal, the Principal shall be responsible for the wording of any jobs advertised
- The entire Board will be involved in the recruitment, selection and appointment of the Principal. The Board reserves the right to co-opt a local Principal, or to employ a firm of consultants to assist with the appointment.
- Deputy Principal Appointments will be made by the Principal, Chairperson and the Staff Representative on the Board.
- If the staff Representative is an applicant then another staff member may be invited to attend the selection process
- Basic scale and non-teaching appointments will be made by the Principal, who may seek advice of the Board and senior staff.
- Teaching and non-teaching appointments, except for day relief positions, will require ratification from the Board.
- Board members will respect the confidentiality of every application to Yendarra School, and any accompanying referee's reports, both written and verbal
- No Board member will act independently of the Board's decisions on appointments
- Appointment Procedures will ensure that there will be no discrimination in the areas of recruiting, selection or promotion.
- Appointments will be based on effectiveness and not favour any race, age, gender or religion.

APPOINTMENT PROCEDURES:

1. Acknowledge the resigning person by letter as soon as possible
2. Identify the vacancy
3. Advertise e.g. Education Gazette and Newspapers
4. Consider whether or not to employ a firm of consultants to assist appointment
5. Prepare application package and send to applicants if applicable
6. Advise applicants of the receipt of their applications (Principal's position)

7. Ensure C.V's are securely stored
8. Short-list and call for referees statements – this may include telephone referees to ensure meeting the obligations of the Vulnerable Children's Act
9. Form interview questions including meeting the obligations of the Vulnerable Children's Act
10. Interview and select the most suitable applicant
11. Advise successful applicants. S/he will need to confirm the acceptance of the position in writing
12. Present relevant details to the Board for approval at the next monthly meeting
13. Return all C.V's with covering letters as necessary
14. Applications received after the close-off date will not be considered
15. All information about candidates remains strictly confidential to the appointments committee and can not be shared out of respect for applicants mana.