

## APPOINTMENT OF STAFF

**NAG 3  
NO. 309**

### **Purpose**

A1 Student School is committed to appointing the best person to all teaching and non-teaching vacancies in the school. A fair and consistent process will be applied to all appointments, with due regard to aims and objectives of the School Charter, and to relevant legislation.

### **Guidelines**

1. In matters of appointment the responsibility lies with the Directors.
2. The Directors delegate to the Principal appointments of all teaching staff positions and appointments of support staff. However, the Directors reserve the right to final ratification.
3. All appointments of teaching staff must be formally approved by the Directors either at the meeting or by correspondence.
4. Person specification and job description will be prepared for each vacancy.
5. Appropriate consultation with staff will be carried out as part of the appointment process.
6. When necessary an outside education professional may be engaged to assist in the appointment process.
7. The Directors will respect the confidentiality of every application.
8. A1 Student is an Equal Employment Opportunity employer.