

BHBI SCHOOL	Procedure
APPOINTMENTS PROCEDURES	NAG 3

PROCEDURE

The BHBI School Board of Trustees is the legal employer of teaching and support staff and so will be responsible for all staffing matters.

The Board will appoint the principal and will approve the appointment of basic-scale teaching staff and non-academic support staff on the recommendation of the principal.

For appointment to teaching staff above the basic scale, the Board will approve recommendations made by a staffing committee. The staffing committee will consist of the Principal, the Chairperson of the Board or his/her representative and a BHBI teaching staff member.

The Board will advertise all permanent teaching positions nationally. Only registered teachers will be appointed. The Board will adopt equal-employment-opportunities principles in appointment procedures.

The Board will comply with the terms and conditions of all teaching and non-teaching employment contracts and salary scales. As well the principles of the State Sector Act 1988 and its amendments will apply to all staff employed by the Board.

Costs other than that of removal expenses for transferring teachers may be considered by the Board, including costs of interviewing applicants.

JOB ADVERTISEMENTS

1. All permanent teaching positions will be advertised national
2. A job description will be drafted prior to the advertisement
This will be done in conjunction with Senior Staff.

APPOINTMENT PROCEDURES

1. Applications must be filed in a safe, confidential location.
2. Electronic applications will not be accepted
3. All unsuccessful applicants will receive notification of non-appointment.

ASSESSMENT OF APPLICATIONS

1. A master sheet of applications showing name, date of receipt of application, contact address and phone number and information concerning receipt of referees statements where applicable will be drawn up.
2. If referee's statements are supplied these will need to be checked by the Senior Leadership team. These referees statements are to remain confidential.

APPOINTMENT OF PRINCIPAL

1. For the appointment of the Principal an appointment committee will be set up to comprise the following :
 - Three or more B.O.T Members
 - A Senior Staff member (unless a conflict of interest occurs, whereby an experienced staff member may be included from the interview stage)
 - The Board may engage the services of a suitably qualified professional advisor
2. Each applicant selected for an interview will be given ample notice of the date, place and time of his/her interview.
3. The Chairperson of the Board of Trustees will conduct the meeting.
4. The interviewing committee will decide on the form of the interview and prepare the appropriate timetable and questions for each member to ask. Each interview should last no longer than 60 minutes with at least a 10 minute break between interviews.
5. The questions should be related to the Job Specification and to the School Charter. Questions should be direct and as simple as possible. Care must be taken to ensure questions are not seen to be discriminatory in terms of the Human Rights Act 1993. Members should ask a single question at a time.
6. It is important that each applicant be asked the same question, although they may be couched in a different way.

ACTION AFTER THE INTERVIEW

1. Each member must be provided with the opportunity to comment on each applicant.
2. Committee should aim to reach a decision on the basis of consensus, although it may be necessary to make a final decision in the form of a vote. The outside consultant will not be eligible to vote.
3. The Committee should ring as soon as possible and notify all the short listed applicants of the result. Phone calls will be followed up by a written notification to everyone who applied.
4. The applicant must be given the right to accept or refuse.
5. When the applicant accepts the offered position in writing it becomes a binding agreement.
6. Should the need arise for a time of transition due to the school being without a Principal while the new Principal completes their contractual obligations to their previous employer, then the Deputy will run the day to day operations of the school and defer all executive and legislative decisions to the Board. This will stand for a period of up to six weeks at which time the Deputy will assume the position of acting Principal and shall continue to defer all executive decisions to the Board (including the appointment of staff).

APPOINTMENT DEPUTY PRINCIPAL AND/OR ASSISTANT PRINCIPAL

For the appointment of the Deputy Principal the Appointments Committee shall comprise:

- Board Chairperson or his/her representative
- The Principal
- One of the following :-
 - Deputy/Assistant Principal
 - Senior Teacher
 - Staff Representative on the Board

APPOINTMENT OF A BASIC SCALE A TEACHER

The Appointment Committee for the appointment of a Scale A Teacher shall comprise the Principal the Deputy Principal and the Team Leader

Agreement will be by consensus. All other criteria used in previously mentioned appointments will stand.

APPOINTMENT FOR NON-ACADEMIC SUPPORT STAFF

The Appointment Committee shall comprise the Principal and a staff representative.

An outside agency may be consulted.

APPOINTMENT OF DAY TO DAY, LONG TERM (LESS THAN 12 MONTHS) SHORT TERM RELIEVERS

These appointments to be made by the Principal or the Deputy Principal