

# **Longdean School**



## **Staff Appointments Policy**

Reviewed: June 2008  
Ratified: June 9<sup>th</sup> 2009  
Next review: June 2011

## Staff Appointments policy

### Policy Statement

The School follows two guiding principles. Firstly that we must safeguard children and so this policy must be read in conjunction with our safer recruitment policy. Secondly that Longdean School wants to provide outstanding education for all of our students so our appointment process is based on getting the best possible person in that role.

This document sets out the policy and agreed procedures for the selection and interviewing of applicants for posts at Longdean School. In all cases Governors will be guided by the relevant sections in the Hertfordshire LEA's Personnel Guide.

1. The Chair of the Governing Body and the Chair of the Personnel Committee will be advised of all resignations and vacancies.
2. **Headteacher**  
Procedures and arrangements for the advertising, short-listing, selection and appointment of a Headteacher shall be agreed between the Governors and LEA.
3. **Deputy Head**  
Procedures and arrangements for the advertising, short-listing, selection and appointment of a Headteacher shall be agreed between the Governors and the Headteacher.
4. **Member of the Leadership Group other than the Headteacher or Deputy Head**  
The procedures described in 3 will apply and at least two members of the Governing Body will be on the selection panel.
  - The Chair of Governors will select an appropriate Governor for each selection panel, having regard to their expertise.
5. **Appointment of Full Time and Part Time Teaching and Support Staff**  
The 2003 staffing regulations give the Headteacher overall responsibility for staff appointments, outside the Leadership Group, and for staff dismissals. The Headteacher will invite Governors to interview panels as and when required.

In making an appointment, regard will be given to:

- a) LEA guidelines for the appointment of teachers and other staff
- b) Longdean Safer Recruitment Policy
- c) Longdean Equal Opportunity Policy
- d) Longdean Race Equality Policy
- e) LEA Equal Opportunity Employment Policy
- f) The needs of the school