

DARRICK WOOD SCHOOL APPOINTMENTS POLICY

| | |
|----------------------------|------------------|
| Reviewed: | March 2020 |
| Agreed: | March 2020 |
| Next Review: | March 2022 |
| Person Responsible: | The Head Teacher |

1. General

1.1 All appointments will be made using a range of good selection procedures, with due regard to legislation current at the time and particularly with regard to equal opportunities and safeguarding.

2. Appointment of Head Teacher

2.1 The Governors will appoint a panel of four of its members plus the Chairman of Governors to select a suitable candidate for appointment.

2.2 The post must be advertised nationally.

2.3 The choice must be endorsed by the full Governing Body.

3. Appointment of Deputy Head Teacher

3.1 The procedures for the appointment of a Deputy Head Teacher are the same as those for the appointment of a Head Teacher except for the following:

- the panel will consist of two Governors plus the Chairman;
- the Head Teacher will attend the interviews;
- the choice will not need to be endorsed by the full Governing Body.

4. Appointment of Assistant Head Teacher

4.1 The procedures for the appointment of an Assistant Head Teacher are the same as those for the appointment of Deputy Head Teacher.

5. Appointment of Teaching Staff

5.1 Posts will be advertised locally or nationally as appropriate.

5.2 For appointments carrying a Teaching and Learning Responsibility 1B (TLR 1B or more) the Chairman of Governors or his deputy, the Head Teacher and at least one Deputy Head Teacher will be present.

5.3 For appointments with TLR 1A or less, the involvement of Governors will be left to the discretion of the Head Teacher.

6. Appointment of Associate Staff

6.1 Posts at a senior level, e.g. Business Manager and Site Officer will be dealt with as for teaching staff with TLR 1B or more responsibility points.

6.2 Other posts will be dealt with as for teaching staff with TLR 1A or fewer responsibility points.

7. Delegation by the Head Teacher

7.1 Responsibility for appointment of lower level associate staff, part-time teachers and, exceptionally, main scale teachers may be delegated by the Head Teacher to one of the Deputy Head Teachers at his discretion.