



HERIOT SCHOOL APPOINTMENTS POLICY

To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy will be selected to carry out the appropriate appointment procedures. Therefore, the principal shall:

1. meet legal requirements.
2. follow good employment practices.
3. appoint the best person for the job.
4. determine the composition of the various appointment committees according to the schedule outlined below:
 - appointment of the principal is the responsibility of the board which will determine the process.
 - appointment of all permanent teachers will involve an appointment committee consisting of the principal, the board chairperson and a further trustee (should the BOT feel the need to include one).
 - unless determined otherwise by the board, appointment of part time teachers, long term relieving/fixed term teachers, and non-teaching staff will be the responsibility of the principal in consultation with the board chairperson or delegate where deemed necessary.

Review schedule: Triennially