



Operational Policy 4 Appointments

National Administration Guideline 3

According to the legislation on employment and personnel matters, each School Board is required in particular to:

- i. Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students.
- ii. Be a good employer as defined in the State Sector 1988 and comply with the conditions contained in the employment contracts applying to teaching and non-teaching staff.

Our Commitment

The Miramar Christian School Board will support, develop and maintain a motivated and capable team of teaching and support staff, in order to provide quality Christian education. We will meet all our legislative and contractual obligations in our role as a good employer.

1. Appointments

- 1.1 All staff appointments will be made using equitable and transparent procedures that ensure the best available person suited to the position will be appointed.
- 1.2 Any panel appointing a teacher must contain at least one person appointed to the board by the proprietor¹.
- 1.3 The School Board will appoint the Principal.
- 1.4 Any appointment to the senior management team will be made by a panel that will include the Presiding Member (or a School Board member nominated by the School Board) and one person appointed to the board by the proprietor.
- 1.4 Appointments to permanent teaching positions will be made by a recruitment panel whose membership shall include the Principal, one person appointed to the board by the proprietor, one other member of the senior management team and a senior teacher or classroom teacher whichever is most appropriate.
- 1.5 Appointments to any permanent support staff position will be made by a panel of the Principal and one member of the senior management team and where appropriate, a member of the support staff.
- 1.6 Appointments to temporary/short-term/Long term Relieving Positions less than one year may be made by the Principal.

¹ Education and Training Act 2020, Schedule 6, 42 (2)



Signed:

On behalf of, and with the authority of the School Board on Date: 1/9/2023

Presiding Member: Peter Wilding
(Name)

Next review date: September 2026