



PINELANDS HIGH SCHOOL

STAFF APPOINTMENT PROCEDURE

Procedure

1. The appointment of all staff, employed by the WCED, shall be according to set Departmental Policy.
2. The Principal shall, in consultation with the Chair of the Staffing Sub Committee, insert the necessary advertisements in the WCED Vacancy Lists. In the case of SGB posts, the advertising shall be done in the local press.
3. The SGB shall, prior to the process being put in place, nominate a sub-committee to deal with the setting of the Core and Additional Criteria, the composing of questions for the interview and the recommendation that will be made to the full SGB. Ratification of the sub-committee's recommendation for appointment must be made by the full SGB at an extraordinary meeting.
4. The appointment of any SGB staff (educators and non-educators) shall be discussed at a meeting of the SGB. The Principal is authorised by the SGB to conduct the process on his/her own, up to and including Post Level 1 teachers (or equivalent) prior to formal approval by at least the Chairperson of the Staffing Sub-Committee. The procedure to be used shall follow, to a greater or lesser extent, that of the WCED.
5. All recommendations for senior positions shall be done by the Staffing Sub Committee to the full SGB for ratification.