St Levan School

**Staff Appointment Committee**

**Terms of reference:**

* To operate within the strictures of current employment legislation, the Whole School Pay Policy, procedures adopted by the governing body and, where appropriate, seek the advice of the Headteacher\*, Head of Department, LEA Advisory Staff, Personnel Department or other appropriate persons.
* To interview candidates for staffing vacancies and, if suitable, appoint the best applicant for the post.\*\*

In this policy, substitute Vice Chairman for Chairman where the latter is unavailable.

\* where the Headteacher is not a Governor

\*\* appointment of Headteacher or Deputy Headteacher **must** be ratified by a meeting of the Governing Body as soon as possible after the interviews

**Membership:**

These Committees shall consist of: -

Appointment of Head Teacher or Deputy Head Teacher

A Selection Panel appointed by the governing body.

Appointment of Teaching Staff (permanent)

Chairman, Headteacher, Link Governor plus one other Governor, on a rota basis and subject to availability, assisted by a member of the SMT as necessary

Appointment of Teaching Staff (temporary)

Chairman, Headteacher and 1 other Governor, assisted by a member of the SMT as necessary

Supply Teaching Staff

Headteacher.

Appointment of Non-Teaching Staff

Chairman & Headteacher plus other Governor(s), as required

**Chairman:** The Chairman shall chair the meeting, unless unavailable, in which case a Chairperson shall be elected from the Governors present.

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| **These terms of reference agreed by the Governing Body** | 14.07.2023 |
| **Date of review** | September 2024 |