

# Godstowe

## School Policy Appointing Staff

### Introduction

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Good staff are the school's greatest asset. Great care must be taken in recruiting staff so that the best possible service may be offered in all departments.

### Aims and Objectives

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To appoint the most suitable person for the vacant position. Occasionally, where appropriate and in the best interests of the school, this may involve pursuing candidates already known to the Headmaster, staff or school before advertisements are circulated in order to secure the possible appointment of excellent staff.

### Broad Guidelines

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1. When a position becomes vacant, the opportunity should be taken to look at the vacancy against the whole staffing picture. The job description should be carefully structured by the SMT before it is advertised.
2. Submitted CVs should be carefully scrutinised and a shortlist of candidates invited for interview. The nature of the school and the position should be made very clear to all candidates. If necessary and appropriate, a suitable panel may be formed to interview the candidates whose references, including the most recent employer, must be obtained.
3. Candidates will be given a tour of the school, meet and talk to staff and girls and, in the case of teaching staff, be given the opportunity to walk in a classroom under staff supervision. They may even be asked to teach a class as part of their interview process.
4. Views of existing staff and girls may be taken into account.
5. Detailed arrangements must be made with the successful candidate so that all duties and requirements are understood by him/her. He/she must be sympathetic and supportive of the school's Mission Statement.
6. The successful candidate must be given a careful induction on beginning employment and his/her progress monitored carefully, with necessary support and advice being given.
7. If the appointment is unsatisfactory, it should be terminated as soon as possible, following all requirements of the law.

### Conclusion

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The appointment and support of good staff is of paramount importance to the maintenance of high standards in all departments and the fulfillment of the school's Mission.

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