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APPOINTMENT OF HEADS OF DEPARTMENT 3 MU's or above

Procedures

1. Application period to be 2 - 4 weeks from the date of the first advertisement of vacancy.
2. Applications must be on the application forms provided by the Principal's Assistant. A job description must also be provided with a specified closing date.
3. All steps in the process of the appointment will be documented.
4. The applicant must nominate two referees who have detailed knowledge of the teaching/administration abilities of the applicant.
5. The appointment will be made by the Principal and a Board of Trustees Appointments' Sub Committee. If the position is for HOD Maori, the Maori representative on the Board will be a member of this sub committee.
6. The Principal will advise all applicants of the decision.
7. All new Heads of Department will be part of an induction programme for new teachers. Staff who are first time Heads of Department will be provided with a Senior Management Team mentor for at least two terms.