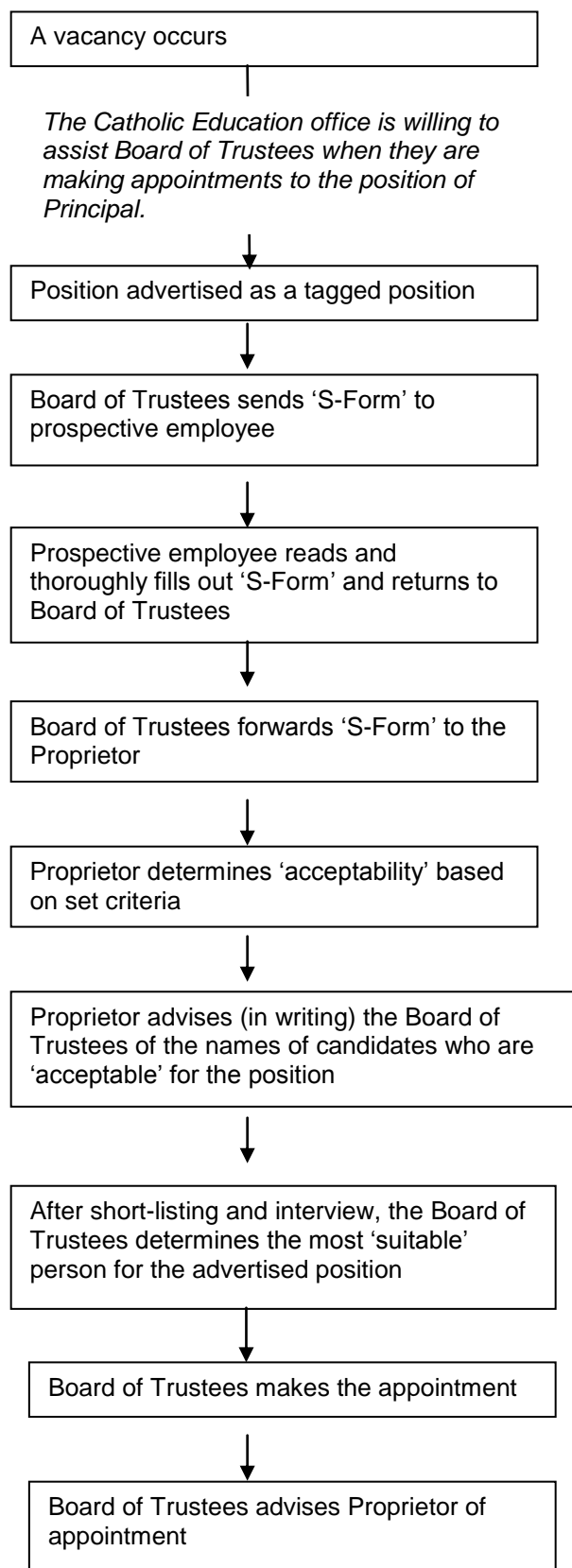


## **APPENDIX 1: APPOINTMENTS PROCEDURE FOR TAGGED POSITIONS**



Refer to the Handbook for the Board of Trustees Integrated Schools Parts 4, 5, 6 and 7, and Appendices 13, 14, 15, 16 and 17

Advertised tagged positions (S 65 and S 66) require specific wording. See pages 18 –19 (Primary) of the Board of Trustees Handbook.

Ensure that the notes are included with S-Forms. Communicate to the applicant the importance of filling out this S-Form thoroughly as it forms the basis for determining 'acceptability'. (Note: The Proprietor does not sight the applicant's C.V.)

Allow at least one working week to process 'S-Forms'. The Consultative Committee on Appointments to Tagged Positions acts for the Proprietor in the Christchurch Diocese.

The acceptability criteria include:

- ◆ Catholic Practice
- ◆ Understanding of Catholic Character
- ◆ Special Character qualifications
- ◆ Previous Special Character experience
- ◆ Leadership re Catholic Character (Principal / DRS)

Advised in writing

Only applicants deemed acceptable by the Proprietor may be considered by the Board of Trustees.

The suitability criteria include:

- ◆ "Acceptability" confirmed (Proprietor)
- ◆ Personal Qualities
- ◆ Leadership Qualities
- ◆ Relationships: Staff, Students, Community
- ◆ Management Skills
- ◆ Teaching Skills related to the position

Use the form that is provided by the Catholic Education Office – see Appendix 2. Please use this form for notifying the Proprietor of all appointments, whether they are tagged or non-tagged positions.

