EMPLOYMENT PROCESS – SPECIAL CHARACTER (TAGGED) POSITIONS

What is a Special Character (Tagged) Position?

<u>Purpose of Special</u> Character (Tagged) Position

Importance of Qualifications & Certification

Requirements of Principal position (Sch 6, Cl 47 (a))

Requirements of Director of Religious Studies position(Sch 6, Cl 47 (b)) Requirement of Deputy Principal (Sch 6, Cl 50)

Primary School Secondary School Assistant Principal (Primary)

Job
Description
and Person
Specification

Expectations for staff of a Catholic School

Sample <u>Job Description and</u> Person Specification Hiring of Guidance Counsellor

Board Responsibilities

Advertise Sch 6, Cl 47 position in Education Gazette (and additional advertising). See Factsheet 8 for legal requirements.

Sch 6, Cl 47 Advert MUST include "willingness and ability to participate in religious instruction appropriate to the special character of the school is condition of appointment"

Application pack to include
Special Character forms
and Expectations for staff
of a Catholic School.

All applications received from candidates for **Primary** must be sent to Diocesan Office for acceptability to be established.

Acceptability of Candidate Established

Primary School
Acceptability to be
established by the
Diocesan Education Office.
All applications to be sent
to Office.

What is acceptability?

Secondary School
Acceptability to be
established by Board
(appointment committee
must include 1 Proprietor
Appointee, and the Principal)
What is acceptability?

Primary School

Manager of DEO advises

Board which candidates are
acceptable for the position

Appointment Process
Board interviews
"Acceptable" Candidates
for Suitability for position.
Offer of employment made
and appointment letter
given to candidate

