

STAFF APPOINTMENT POLICY

TEACHING STAFF APPOINTMENTS AT CARDIFF ACADEMY

- We have never advertised in the Press or otherwise for any members of staff since we began in 1999.
- We have, instead, always relied upon word-of-mouth recommendation from members of our current or past teaching staff in order to replace staff members who leave.
- Our appointment procedure involves an interview conducted by Dr. Wilson and Mrs. Davies at which the applicant's C.V. is viewed together with originals of academic and professional teaching qualifications.
- Teaching duties at Cardiff Academy are then discussed.
- Following the interview, the suitability of the applicant is discussed and background checks carried out where appropriate e.g. contacting other Heads.
- If we decide to appoint, a formal letter will be sent detailing terms and conditions of employment.
- Normally, an appointment is made on a part-time teaching basis for one-year.