

Appointments Policy

Rationale

#302

In its appointment of new staff to the school, the Board aims to ensure that the most suitably qualified and experienced people are recruited and that its procedures are consistent with all statutory and contractual obligations. Through appointing the highest quality staff the school seeks to provide excellent learning opportunities to its students.

Purpose

The appointments policy establishes a series of guidelines to assist in the recruitment and appointment of staff in order to ensure that:

1. The school is staffed with the best available personnel
2. The school is fully staffed as required in all areas of operations
3. That in appointing staff the Board follows all relevant provisions of the National Education Guidelines
4. The school's Charter and Strategic Plan aims are being met

Delegations

The board delegates authority to determine the composition of the various appointment committees according to the schedule outlined below. Appointments of the principal is the responsibility of the board, which will determine the process and seek NZSTA advice.

Policy Guidelines

The principal must ensure that:

- Appointment of deputy principals, senior teachers will involve an appointment committee consisting of the principal, the board chair and, at the discretion of the board, a further trustee
- Unless determined otherwise by the board, appointment of all other fixed term teaching positions of less than a year will be the responsibility of the principal in consultation with the board.
- Unless determined otherwise by the board, appointments of all non-teaching staff will be the responsibility of the principal.
- Procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, Police vetting and screening of all staff.
- The principal and board are to make use of the annual Equal Employment Opportunities (EEO) survey when making appointment decisions.



Monitoring

The Principal will:

- Carryout all tasks as outlined in the Policy Guidelines.
- Keep up to date with any and all legislative changes that will impact on this policy.

Supporting Documentation

Police vetting procedure

Safety checklist

Templates:

- Application form
- Shortlisting form
- Interview questions
- Reference checking form

Ratified by Board: _____

Signed for B.O.T.

Date

Next Review: _____

Date

Recorded in the Board of Trustees Minutes dated: _____

