

3.1 APPOINTMENTS

P O L I C Y

The Board of Trustees intends to be a good employer, employing the most suitable applicant for all positions as dictated by the needs of the school. In so doing, it will carefully follow set out procedures to ensure that equal employment opportunities exist.

Principles

1. To meet the needs of the school (as outlined in the Charter, Strategic Plan, National Administration Guidelines, National Education Goals and the New Zealand Curriculum)
2. To incorporate principles of E.E.O.
3. To ensure continuation of team development.
4. To ensure correct procedures are followed.
5. Teachers considered for appointment must hold New Zealand registration or be in the process of obtaining provisional registration.
6. Any review of decision under this policy will be carried out by a person or persons not involved in the appointment.

P R O C E D U R E S

1. The Appointments committee is to be convened as soon as practicable having received notification in writing of a resignation.
2. **Appointments Committee:** This shall be established for -
 - (a) Principal
3or more non-staff Board of Trustee members, Staff Trustee on the Board, current Acting and/or Deputy Principal plus any additional person or persons approved by the current Board.
 - (b) Deputy Principal / Assistant Principal
Principal and at least one Board of Trustee member and a representative selected by staff.
 - (c) Scale A: Permanent and Long Term Reliever:
Principal and Deputy or Assistant Principal
 - (d) Ancillary Staff:

- Principal (or delegate)
(e) Caretaker:
Principal

3. The Appointments Committee shall organise all aspects of the appointment including the initial advertising, method of interviewing and the questions to be asked. Positions for a year or more shall be advertised nationally, including the Education Gazette.

4. The relevant award must be consulted before a position is advertised.

References

- Primary Teachers CEC
- Deputy and Assistant Principal CEC
- Principal's IEC
- New Zealand Education Clerical Authorities Award
- Ancillary Assistants in Schools and Teachers Colleges Award
- New Zealand Education Caretakers and Cleaners Award

5. Closure date of vacancy and address for applications will be specified in gazetted notice of vacancy.

Commencement date will be at the beginning of the school term unless otherwise stated in notice of vacancy or by consultation with the new employee.

6. Job descriptions and criteria for appointment will be available to all genuine enquiries during the application period.

7. In the case of all applicants, application must be accompanied by a curriculum vitae and nominations of up to three confidential referees. Principal applicants' referees will be forwarded on a Board of Trustee approved referees form for completion.

8. The Board of Trustees has the right to make such confidential enquiries as to the suitability of each candidate as it sees fit, at the same time respecting the candidate's integrity.

9. The Appointments Committee will shortlist a number of selected candidates for interview purposes. The final preference rankings of the applicants interviewed is to be made by consensus.

10. All members of the Appointments Committee should declare any knowledge of applicants before convening.

11. Remuneration will be subject to appropriate GEC's / IEC's and/or Ministry of Education guidelines.

12. The appointments Committee will advise the successful applicant as soon as is reasonably possible after the Committee has reached its decision.

13. The successful applicant must notify the Committee within three working days of acceptance or non-acceptance. The B.o.T. ratifies appointees at next meeting.
14. In the case of non-acceptance, the Committee will notify the next most suitable applicant.
15. The C.V. of the successful applicant will form the basis of that person's individual file.
16. All unsuccessful applicants will be advised in writing by the Committee of non-appointment. This will occur following acceptance of successful applicant by the Board.
17. All other application forms, check lists and data sheets of the particular position to be destroyed.

In special circumstances certain aspects of the above procedures may need to be amended.

Definition of Terms

Types of Positions

- Permanent
- Long Term Reliever: periods of one full term or more
- Medium Term Relievers: all periods of leave greater than two weeks but less than one term
- Short Term Reliever: periods of two weeks or less.
- Part Time Teachers: less than full time and can be permanent or long term relieving positions.

The definition of 'position' will be determined by the maximum length of time the appointment is available.