



## 3.1 Appointments Policy

### **PRINCIPLES**

To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy, will be selected to carry out the appropriate appointment procedures.

In accordance with the regulatory requirements for safety checking under the Vulnerable Children Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with school procedures on safety checking, police vetting and screening.

The overall aim of the policy is to ensure that the best, most competent person is selected for the position and that recruitment, selection, and appointment processes are fair and consistent, and meet the legislative requirements of a good employer.

1. All positions, including those of permanent and fixed-term employees, are covered by procedures that meet all legislative requirements regarding safety checking, police vetting and screening of all staff.
2. Appointments will be approved by the Board of Trustees on the recommendation of an Appointments Committee constituted under Section 66 of the Education Act 1989.
  - Appointment of the deputy-principal, head of departments/senior teachers will involve an appointment committee consisting of the principal, the board chair and a further trustee (should the board feel the need to include one).
  - Unless determined otherwise by the board, appointment of all other teachers, part time teachers, long term relieving teachers, and non-teaching staff will be the responsibility of the principal in consultation with the board chair or delegate where deemed necessary.
  - Appointment of the principal is the responsibility of the board which will determine the process.

### **GUIDELINES**

#### **Vacancy**

1. When a vacancy is established, the principal will advise the Board and work to determine the employment options and associated costs.
2. All permanent appointments must be advertised nationally.
3. All long term relieving position of at least one year must also be advertised.

4. The **Appointments Committee membership** will vary depending on the position being filled.
  - **Principal Appointment**  
3 or more non-staff Board of Trustee members, Staff Trustee on the Board or current Acting and/or Deputy Principal plus any additional person or persons approved by the current Board (e.g. education consultant).
  - **Deputy Principal / Assistant Principal/ HOD Intermediate**  
Principal and two Board of Trustee members and a staff representative selected by the committee.
  - **Team Leader**  
Principal and 2 senior staff
  - **Scale A: Permanent and Long Term Reliever:**  
Principal and Deputy or Assistant Principal/ team leader
  - **Ancillary Staff:**  
Principal and one senior staff member with relevant responsibilities
  - **Caretaker:**  
Principal
  - **Short term relievers**  
The Principal
  - **Day to day relievers**  
The Principal or AP/DP

**Appointments Procedures for all positions except day to day relieving:**

1. The Appointments committee is to be convened as soon as practicable having received notification in writing of a resignation.
2. The principal will set a timeline for advertising and closing the position, allow for interviews and appointment. This timeline will be supplied to applicants.
3. The principal will establish the job description and person specification to be written (or updated) and criteria for the appointment to be decided with the committee.
4. The appointments committee may appoint an appointment secretary to compile an application pack. They are not a member of the appointments committee.
5. All members of the Appointments Committee should declare any knowledge of applicants before convening. Prior knowledge does not necessarily disqualify unless considered by the committee to give rise to a real likelihood of bias.
6. Where one or more current staff member applies for a promotional position vacancy within the school, the appointments committee will interview each such candidate. No-one on the committee will be a referee for that staff member and excuse themselves from the committee where they consider they cannot make an impartial decision.
7. The Appointments Committee shall agree on the method of interviewing and the questions to be asked.
8. Applicants will be asked to supply a curriculum vitae and nominations of up to three confidential referees who can verify the information provided.
9. Each applicant will complete an **application form** requiring
  - information relevant to their ability to do the job,
  - evidence of how they meet the competencies of the position,
  - evidence they meet the requirements of the Vulnerable Children’s Act,

- declarations about their health and past criminal convictions,
  - statistical information on gender and ethnic origin for the school's equal employment opportunities (EEO) monitoring, and
  - an authority for the board to approach referees, present and past employers, and the NZ Teachers Council to ask about the suitability of the employee for the position.
10. Shortlisted applicants for non-teaching positions will be required to undergo a police vet.
  11. All applications will be acknowledged.
  12. Closure date of vacancy and address for applications will be specified in the notice of vacancy. Commencement date will be negotiated with the successful applicant but usually be from the beginning of the next school term unless otherwise stated in notice of vacancy.
  13. 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.

### **Interviews**

14. The Appointments Committee will
  - Check with referees and shortlist 3-4 candidates for interview purposes. The final preference rankings of the applicants interviewed is to be made by consensus.
  - Draw up interview schedule and notify the short-listed applicants
  - Confirm the questions to be asked
  - Conduct the interviews and decide on recommended appointment
  - Ensure a member of the committee checks the identity of applicant and certified documents checks
  - Recommend appointment (provisional appointment/appointment) to Board of Trustees unless agreed by the Board prior to the interview, to extend the authority to appoint on that occasion – in such cases only Board members have authority to make the appointment
  - The Appointments Committee will advise the successful applicant as soon as is reasonably possible after the Committee has reached its decision.
  - The BOT ratifies appointees at next meeting and an offer of employment letter is issued using approved templates.
15. For non-teaching staff, the offer of employment will remain conditional until a satisfactory police vet has been completed.
16. The successful applicant must notify the Committee within three working days of acceptance or non-acceptance.
17. Each new employee is to provide photo identification as a part of their identity check before commencing work (Driver's license/ passport/ teacher registration card - if it contains photo ID)
18. Remuneration will be subject to appropriate GEC's / IEC's and/or Ministry of Education guidelines.
19. The C.V. of the successful applicant will form the basis of that person's individual file.

20. 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.
21. Records of applicant's names, ages, gender, and ethnicity will be kept for each vacancy and recorded as part of EEO files.
22. All other application forms, check lists and data sheets of the particular position to be destroyed.

### **Probation and trial periods**

23. The school will not use trial periods for new appointees unless agreed to by the employer and employee in good faith and in writing as part of the employment agreement. The employer and employee must both bargain in a fair way about a proposed trial period. This includes considering and responding to any issues raised by the new employee.
24. An employer and employee may agree to a trial period only if the employee has not previously been employed by the employer and only once.
25. If an employee agrees to a trial period, this does not affect his or her entitlements to any other provisions in the relevant employment agreement.
26. If any employment relationship problem arises during the trial period, or if the employee is dismissed, the employee and the employer can access mediation services.
27. An employee who is given notice of dismissal before the end of a trial period cannot raise a personal grievance on the grounds of unjustified dismissal. He or she may, however, raise a personal grievance on other grounds, such as discrimination or harassment or an unjustified action by the employer that disadvantaged the employee.

### **Recruiting overseas teachers**

28. If the board decides to recruit overseas teachers, the Ministry of Education will provide some support. The board may be able to apply for the finder's fee, which is there to assist schools with any costs they may have incurred in recruiting a teacher from overseas. For overseas-trained teachers or New Zealand-trained teachers living overseas, there is an international relocation grant available and .1 for an advice and guidance programme for the overseas trained teacher.

### **Recruitment consultants**

29. Recruitment consultants may be used for:
  - locating applicants for senior or specialist positions, particularly the principal
  - recruiting overseas teachers
  - carrying out initial screening of applicants
  - when initial recruitment strategies have not worked.
30. Consultants attract a finder's fee.

## **Principal Appointment**

1. The Board may choose to engage an educational consultant to advise them on the process.
2. Unless a member has a conflict of interest, the whole Board is part of the recruitment process.
3. A retiring, resigning or acting principal is not to be involved in the appointment of a new principal and the vacancy advertisement will be developed by the Board.
4. Unless otherwise advised by a consultant engaged to conduct the process, the Board will follow the procedures outlined above.

## **Definition of Terms**

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

- Permanent- no end date for the appointment
- Fixed Term – appointed for a defined period of time where a vacancy exists for a limited time on genuine grounds
- Long Term Reliever: Periods of one full term or more due to roll growth or to cover long term staff leave where the return date is not defined e.g. long term illness or accident
- Short term reliever: Less than a term
- Part time teachers – less than full time-can be permanent or long term relieving positions.

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