



"A community striving to succeed and acting with integrity"

APPOINTMENTS POLICY

RATIONALE

The Board has an obligation to ensure that all appointments are consistent with the E.E.O. (Equal Employment Opportunity,) Equity Policies and the relevant Collective Agreements. This policy also recognises the provisions of all relevant employment legislation. The State Sector Act 1988 provides that the person best suited to the position shall be appointed. An appointments policy ensures all candidates are treated with respect, confidentiality and fairness.

PURPOSE

1. To provide a systematic, thorough and consistent approach to appointing staff.
2. To provide the basis of appointment committees for the variety of positions which are advertised.

GUIDELINES - ADVERTISING

- All fulltime teaching positions of at least one year's duration must be advertised nationally (see Primary Teachers Collective Agreement 2.2.1.)
- This school will use the Education Gazette or Eduvac (or both) for advertising fulltime positions and other publications if necessary.
- All applicants will receive the appropriate information, a job description or person specification and an application form when enquiring about positions. This will be available in digital format.

APPOINTMENTS COMMITTEE

1. All appointments of the following personnel are at the discretion of the Principal in consultation with Senior Staff members:-
 - a. short and long-term relieving positions up to 1 year in duration
 - b. Teacher Aides (General and Special Needs)
 - c. Cleaners
2. All appointments of Office Staff and Maintenance Officers will be made by the Principal and one other BOT member.
3. The Appointments Committee for: -
 - a. Base Scale Teachers, Senior Teacher, Deputy Principal and Assistant Principal will consist of the Principal, at least one BOT member and two senior teachers. Up to two staff advisers (with voting rights) can be used.
 - b. The Principal will consist of the BOT, and an advisor/consultant. Prior to advertising the position, the staff and students will be consulted.
4. Other BOT members are invited to participate in the process for Senior Teacher positions and above up to the interview stage.
5. The use of an educational adviser e.g. local Principal, should be considered for all positions Assistant Principal and above.

6. The appointment of staff for the Lone Kauri School may include a representation from the Lone Kauri Community Trust.
7. Short listing procedures may be required before the first Committee meeting. Short listing will be based on Curriculum Vitae and be carried out by the Principal and at least two other senior staff members for positions up to Senior Teacher.
8. Applicants for interview will be notified by phone, email or letter.
9. We will make every effort to observe short listed teacher applicants in a classroom situation.
10. All interviewees will be given access to those policies relating to staff employment e.g. Leave Without Pay.
11. All interviewees should be notified of their right to have support people in attendance at interviews.
12. Successful appointees will be notified, subject to their availability, as soon as possible after a decision has been made.
13. Unsuccessful interviewees will be notified as soon as possible after the successful candidate has accepted the position. All CVs and materials will be returned.
14. All notes relating to the appointment procedures will be retained for a period of at least 3 years.
15. Where relevant the Board shall consult with and follow guidelines provided by the New Zealand School Trustees Association and other professional sources.
16. All staff who will have or are likely to have unsupervised access to students will be subject to a police vet.

TEACHER AIDE EMPLOYMENT FOR CHILDREN WITH SPECIAL NEEDS

Teacher aides are employed through external funding agencies and under the conditions of the Support Staff in School Collective Employment Contract.

Section 2.6.1 Support Staff in Schools Collective Employment Contract

A fixed term employee under 2.3.3 (1) (b) whose position is funded by an external funding agency other than the Ministry of Education may have their hours or weeks of work varied at the completion of each three month period from the date of appointment where that funding is varied by the external agency. No hours shall be reduced under this provision before a reduction in funding by the external agency takes effect. Notice is provided to the employee of the variation as soon as this is known by the employer.

1. Teacher aides will be notified of their employment by letter on a year to year basis. This letter should contain information regarding their employment terms with this policy attached. This letter should be sent as soon as the next year's hours are known.

Initiated	June 1995	Ratified	July 1995	
Reviewed	September 1999 September 2011	May 2003	February 2008	April 2008

Refer to NAG 3