

POLICY:

APPOINTMENTS

RATIONALE:

The appointment of staff is one of a schools most crucial decisions. Clear guidelines need to be put in place to assist in the process of appointing staff.

PURPOSES:

1. To ensure a clear framework within which appointments can be made
2. To ensure the rights of applicants are met

GUIDELINES:

All appointments to be undertaken according to appropriate Acts of law and the relevant employment contract.

- A. Principal:
- Advertised nationally (Gazette and/or Trade Me, local papers)
 - Selection panel to consist of BOT Chairperson, up to two other BOT members and one suitably qualified person independent of the Board
- B. Permanent Teachers & One Year LTR Teacher
- Advertised nationally (Gazette, Trade Me, local papers)
 - Selection panel to consist of Principal (as convenor), preferable the board chair as one of two other BOT members. Senior/junior syndicate leader as appropriate.
- C. Permanent Ancillary Staff (E.G. Cleaners/Teacher Aides, etc)
- Advertised locally in newspaper. (The one exception being the appointment of a Teacher Aide for an ORS pupil in which case a pupils' family should be consulted as to their preferred option)
 - Principal to appoint
- D. All Short Term Staff (Less than one year)
- Not necessary to advertise
 - Principal to appoint

E General

All advertised positions:

- I. Appointment subject to ratification at a BOT meeting
- II. Reasonable interview expenses where applicable to be discussed prior to the interview
- III. All applications received will be acknowledged in writing as having been received
- IV. All applicants, successful and unsuccessful will be notified of the outcome in writing
- V. The successful applicant will be requested to put in writing their intention to accept the position
- VI. In the case of non suitability of applicants the BOT reserves the right to re advertise

Confidentiality

- I. All material/documentation & names of applicants to remain confidential to the appointments committee
- II. Sensitive material (e.g. referees reports) should be destroyed at the completion of the appointment process

LAST REVIEWED: May 2015