



Mt Eden Normal Primary School

Te Whare Akoranga o Maungawhau

POLICY

Appointments

Rationale

Methods of making appointments need to be clearly outlined and consistent with requirements set out in relevant Acts, Collective Agreements, Charter Goals and Objectives

Purpose

1. To ensure the most suitable person for the job is selected.
2. To ensure that all applicants receive equal access and consideration, regardless of gender, marital status, religious belief, ethical belief, colour, race, ethnicity, nationality, citizenship, disability, age, political opinion, employment status, family status or sexual orientation.
3. To outline the criteria for appointment and procedures to be followed at all stages of the appointment process.
4. To ensure the process of employment is carried out in a confidential manner, in line with the relevant Acts.

Policy Requirements - teacher appointments above basic scale (excluding the Principal)

1. The Principal will be responsible for identifying the nature of a vacancy, taking into account any local curriculum goals or objectives, or human resources required to institute policy
2. Current registration with the New Zealand Teachers Council is required for any teaching position, and will be checked at an appropriate stage of the process
3. In cases where positions are not scheduled vacancies (i.e. do not have to be advertised or are acting/relieving positions of less than one year), the Principal will have full responsibility for selecting the most suitable person for the job
4. All scheduled vacancies will be advertised nationally and in other publications if felt advisable by the Principal. The Principal will have responsibility for preparing the advertisement, job description, appointment criteria, and critical factor weighting

5. The Appointments Committee has delegation from the Board to make the appointment and shall consist of the Principal, at least one Board representative (in addition to the Principal) the Assistant and/or Deputy Principal, and/or another senior staff member (or other teaching/professional representative as selected by the Principal).
6. Job description, appointment criteria, school and community descriptions, mission statement and any other relevant information will be made available to all prospective applicants
7. A set application form will be used unless considered unnecessary because of the nature of the position being advertised
8. Following the closing date for applications, the Appointments Committee will meet to discuss the applications and shortlist those considered to be most suitable. Where no applicant is deemed suitable, the position will be re-advertised
9. Confidentiality at all stages must be maintained
10. At least 2 nominated referees will be contacted to verify shortlisted applicant's statements, character, competence, or supply information on specific items as requested by the committee. Whenever possible, an equal number of referees statements will be requested for shortlisted applicants. Any qualifications required for the position will be checked for verification at an appropriate stage of the process
11. Shortlisted applicants will be subject to interview (in person or via video conference as appropriate)
12. The Appointments Committee has delegated authority to offer an appointment according to the criteria below. The appointment will be formally confirmed at the following full Board meeting
13. Following the confirmation of an appointment, all referees statements and applicant forms submitted by unsuccessful candidates will be destroyed. Curriculum Vitae will be returned to unsuccessful applicants if requested (or deleted if in digital form)

Policy Requirements - Scale A, and Beginning Teacher Appointments

The guidelines for 'Teacher Appointments above Basic Scale' apply except for Guideline No.

4. This clause shall be replaced with, "The Appointments Committee will comprise the Principal, the Senior Teacher of the area in which the vacancy occurs (and/or another teaching/professional representative as selected by the Principal), and one or more member of the Senior Leadership Team.

Guidelines - Principal Appointment

1. The entire Board will be involved in the recruitment, selection and appointment of the School Principal, delegating aspects of the process to a sub-committee as the Board deems appropriate
2. This process will be carried out in conjunction with an independent consultant

Guidelines - Non-teaching Appointments

1. All non-teaching appointments, except for day relief positions, will be confirmed by the Board upon the recommendation of the Principal.

Related Policies:

Police Vetting Policy

Equal Opportunities Employer Policy

Privacy Policy

Signed: Ginny Parsons

Chairperson

Date: May, 2018

Policy review details

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Review cycle: Triennial

Date for next review: 2021