



Taking Children Beyond Expectations!

Policy on: Staff Appointments

Rationale

The Matakana School Board of Trustees supports, develops and maintains a motivated and capable team of teaching and support staff in order to provide the best learning environment for our students in keeping with our school culture. We strive to meet all our legislative and contractual obligations in our role as a good employer.

Purpose

To provide clear guidelines and procedures for staff appointments

Guidelines

1. The relevant collective contract must be consulted before a position is advertised.
2. An 'ideal' person specification will be drafted prior to the advertising of the position.
3. All permanent teaching positions will be advertised and only NZ provisionally registered or fully registered teachers will be considered for appointment. All applicants will be asked to fill in the school's application form.
4. Careful consideration will be given to the wording and placement of advertised positions to ensure that the advertisement clearly sets out the requirements for the position and the skills and qualifications that should be possessed by the successful applicant.
5. All members of the appointment committee should declare their impartiality before convening.
6. It is desirable for a meeting of those comprising the appointment committee to take place prior to interviews to ensure that all members are fully familiar with the position advertised and its requirements, and with the formalities associated with interviewing, selecting and employing staff.
7. Unsuccessful applicants will be advised of their non-appointment in writing.
8. The BOT chairperson will be kept informed regarding any pending appointments. All teaching positions will be confirmed with the Board of Trustees before being publicly announced.

9. All members of the Appointments Committee will respect the confidentiality of every applicant and its referees reports, written and verbal.

Guidelines for composition of Appointment Committee

	Board Chairperson	BOT Members(s)	Principal	Other	Advertise
Position Involved					
Principal	Compulsory	Compulsory	NO	Consultant advisable	Yes (National)
DP / AP	Compulsory	Compulsory	Compulsory		Yes (National)
Permanent Teacher	Optional	Compulsory	Compulsory	SMT (Member)	Yes (National)
Fixed Term Teacher	NO	NO	Compulsory	SMT (Member)	If Needed (Local)
Part time Teacher	NO	NO	Compulsory	SMT (Member)	If Needed (Local)
Support Staff	NO	NO	Compulsory	SMT (Member)	If Needed (Local)
Teacher Aide	NO	NO	Compulsory	SESCO	If Needed (Local)

This policy is intended to be consistent with the requirements of the Privacy Act 1993

Date Reviewed and Date of Next Review	Date Adopted	Signed – BOT Chair
7/06/2011		
Nov 2013		

Related Procedures: Appointments

APPOINTMENT OF PRINCIPAL

- 1.0 A special appointment committee excluding the incumbent Principal will be formed for the appointment of a new Principal.
- 1.1 The employment of the Principal is one of the most significant functions that a Board will be required to do. The appointment committee needs to meet before the process begins to clearly establish procedures and processes.
- 1.2 The Board will, in consultation with staff, establish an ideal person specification for the position of Principal, before the process begins.
- 1.3 The Board of Trustees will appoint an educational consultant to assist them in the selection process and/or the interviewing of the candidates. That person may be required to be present at each interview.
- 1.4 The application period will be decided upon, being no less than two weeks and no more than four weeks, from the final advertisement of the vacancy. Closure date of the vacancy will be specified in gazetted Notice of Vacancy.
- 1.5 Job descriptions and criteria for appointment will be available to all enquiries during the application period.
- 1.6 The application must be accompanied by a curriculum vitae and nominations of up to three confidential referees. Such referees will be forwarded a Board of Trustees approved referee's form for completion.
- 1.7 No late applications will be received unless prior arrangements have been made.
- 1.8 With the applicant's written permission the appointment committee may make confidential enquiries to referees at the same time respecting the confidentiality of the information supplied.
- 1.9 The appointment committee will shortlist a number of applicants for interview.
- 1.10 All interviews will be held within a period of five days (although preferably in a closer time span), the interviewing personnel to remain the same for each interview.
- 1.11 The exact process will be determined by the appointment committee with the approval of the full Board and could include site visits to the current work place of the shortlisted applicants.
- 1.12 The appointment will be made by the Board or a quorum, as soon as possible after the interviews.

- 1.13 The Board Chairperson will advise the successful applicant as soon as it is reasonably possible after the Board has reached its decision.
- 1.14 Commencement date will be at the beginning of the school term, unless the Board of Trustees gives a specified commencement time in gazette notice or by consultation with the new appointee.
- 1.15 Remuneration will be negotiated on the basis of the criteria set out in the collective contract. Interview expenses will be paid as per the contract and the Ministry of Education criteria.
- 1.16 The successful applicant must notify the Board of Trustees within three working days of their acceptance or non-acceptance. Written confirmation of the appointment will then be forwarded to the Appointee on this advice.
- 1.17 In the case of non-acceptance, the Board of Trustees Chairperson will notify the next suitable applicant. All unsuccessful applicants will be advised in writing of non-appointment using a standard form letter, as soon as acceptance has been received by the Board.
- 1.18 In the case of non-suitability of all applicants, the position will be readvertised.
- 1.19 The staff and then the community will be advised as soon as possible of the Board's decision.

APPOINTMENT OF DEPUTY PRINCIPAL/ASSISTANT PRINCIPAL

Procedures as for the appointment of Principal will be followed, excepting:

- 2.1 The Principal will be involved in the appointment committee of selection and interview purposes.
- 2.2 An educational consultant may or may not be involved.

APPOINTMENT OF PERMANENT TEACHERS, FIXED TERM (INCLUDING PART TIME TEACHERS)

Procedures will be as for the Principal, but not including Clauses 1.0, 1.1, 1.2, 1.3

- 3.1 The appointment committee will include the Principal and at least one other person from either the Board or relevant senior member of staff. The Principal will initiate notification procedures.
- 3.2 The appointment committee will meet to frame the advertisement and define the ideal person specification before the position is advertised. A time frame for appointment will be decided at this time.

- 3.3 The application period will be three weeks, unless at the discretion of the Principal, the advertisement of the vacancy states otherwise.
- 3.4 Part Time or shared positions will be advertised in the local newspapers if necessary. All other teaching appointments are required to be advertised nationally in the Education Gazette or Eduvac.
- 3.6 The appointment committee will short list applicants for closer consideration which may include reference checks, interviews, and possible site visits.
- 3.7 If necessary interviews will be called for and co-ordinated by the Principal.
- 3.8 The Appointment committee will select the most suitable applicant, and then advise the Board of Trustees of their appointment.
- 3.9 Written notices of appointment or non-appointment will be signed by the Principal.

PROVISIONALLY REGISTERED TEACHERS

Procedures will be as for Permanent Teachers excepting:

- 4.1 Permanently appointed Provisionally Registered Teachers who subsequently become registered as Primary Teachers shall automatically be confirmed as appointed to the position, without the position being advertised.
- 4.2 The School and Board of Trustees recognises its responsibility to develop professional guidance programmes for all Provisionally Registered teachers. For First Year Provisionally Registered Teachers this will include five hours of time (a week) for this purpose.

SUPPORT STAFF AND TEACHER AIDES

Procedures : The Board recognises the relevant contracts for Teacher Aides, Administrators, Ancillary staff and Caretakers.

- 5.1 The Principal will advertise vacancies and with the appropriate appointment committee, select the most suitable applicant, and then advise the Board of Trustees of their appointment.
- 5.2 Application forms, job descriptions and specifications will be available on request
- 5.3 Work history reports and previous employer recommendations, will be required – the obtaining of these will comply with the Privacy Act.
- 5.4 ***Police Vetting will be done for all successful applicants prior to appointment.***

- 5.5 The Principal will confirm in writing the appointment or non-appointment of all applicants.

GENERAL PROCEDURES

- 6.1 **Reviews of Non-Appointment** – Section 2.2 Teachers' Collective Employment Contracts will be followed. Relevant NZEI Guidelines will be used for this purpose.
- 6.2 **Venues for any interviews** will be at the appointment committee's discretion. They may act on advice of their consultant or on the Principal's advice in certain instances.
- 6.3 **Travel and accommodation allowances** may be granted by the Board of Trustees in accordance with current award rates.
- 6.4 **Final Approval of all Appointments excepting Relievers** rest with the Board of Trustees. Short-term relievers are employed daily by the Deputy Principal or Assistant Principal and Long-Term Relievers are appointed by the Principal in consultation process.
- 6.5 In the case of **ALL** appointments, once the review period has lapsed, the following procedures will be followed:
- (i) CVs of unsuccessful applicants will be returned.
 - (ii) The CV of the successful applicant will form the basis of that person's individual file.
 - (iii) All other application forms, checklists and data sheets for the particular position will be destroyed.