



## SCHOOL POLICY: APPOINTMENT OF STAFF

### Rationale

Staff will be appointed to maintain at all times, teacher/student ratios within any limits or requirements specified by the Ministry of Education and to meet New Zealand and local curriculum objectives and syllabi and special needs of individual children.

### Purposes

1. To give preference to the appointment of the person best suited to the position.
2. The Board is committed to abiding by the equal employment principles and relevant awards.
3. To ensure appointment of a suitably qualified applicant, the Board will use unbiased selection methods.

### Guidelines

1. To enable suitably qualified persons to apply, the vacant **permanent teaching position** will be advertised nationally and job descriptions and selection criteria made available to all applicants on request. After the closing date, a short list of applicants will be made and applicants subsequently interviewed. The selection process may include visits to short-listed applicants.
2. Recruitment for **long-term relieving positions**, (10 weeks or more), shall be treated as for permanent teaching positions, should time permit.
3. The Board is the employer and therefore employs all staff. An Appointment Committee will be established by the Board for **full-time permanent** positions. An Appointment Committee may be established for the appointment of long-term relieving positions or the Board may delegate this authority to the Principal.
4. The Board delegates to the Principal authority to appoint **part-time and short-term relieving teaching and support staff** within established budgets and/or Ministry of Education staffing entitlements.
5. The Board will minute the decision of the Board with regards to composition of the Appointment Committee and/or delegated authority to appoint, provided to the Principal.
6. The Appointments Committee conducts all of its business "IN-COMMITTEE"; information and decisions are confidential to the Appointments Committee. The decisions of the Appointments Committee cannot be challenged by other members of the Board not party to the process of the appointment.
7. Provisions of the Privacy Act allow the Appointments Committee to have information on all the candidates relevant to the appointment process.
8. All Board members will respect the confidentiality of every application, and its accompanying referee's reports, written and verbal.



## ‘Combined Learning for Personal Excellence’

9. The State Sector Act 1989 makes the Board the legal employer, providing it all the rights, duties and powers of an ordinary employer.
10. Education Act, Section 66A, gives the Board the power to appoint.
11. State Sector Amendment Act 1989, Section 77G, provides direction on “**appointments on merit**”... an employer making an appointment under the Act shall give preference to the person who is best suited to the position. This takes into account ‘current best fit’ based on experience, knowledge, skills and proven record, and ‘future potential’ based on key factors identified through the application process.
12. The Appointments Committee will abide by the provisions of the Humans Rights Act; no questions will be asked of a candidate in any of the 10 areas of discrimination specified in the Act.
13. The Appointments Committee will not take to interview any candidate not likely to be appointed to the position advertised.
14. The Board must ensure to the best of their ability and knowledge that applicants for positions have been thoroughly investigated to the point to where the Board is satisfied that they are a person of good character, fit to work within the school.

PRINCIPAL

BOARD CHAIR

Dated: May 18, 2015