



## **PROCEDURE 3.1.3**

### **STAFF APPOINTMENT PROCEDURE**

All staff appointments will be made in accordance with relevant legislation, school policy and procedure. Positions will be offered to 'the best person for the job'.

#### **PURPOSE:**

- To provide clear guidelines and procedure for staff appointments.
- To ensure legislation and school policy are recognised and complied with.
- To confirm that the BOT recognises the current Primary Teachers' Collective Employment Contract.

#### **GUIDELINES:**

1. All appointment advertising, interviewing selection and associated procedures will comply with the Tokomaru School E.E.O. Policy (1.2) and relevant legislation on employment and privacy.
2. The BOT appointments sub-committee and/or Principal, as appropriate, shall determine the timing of advertising, shortlisting, interview, reference check, selection and approval for appointment. Job descriptions and person specifications shall be prepared / reviewed prior to advertising.
3. A job description, application form and other relevant information will be made available to prospective applicants.
4. All applications will be acknowledged on receipt, and applicants informed of the outcome as soon as the appointment has been made. All applications made, and all information concerning the applicants, will be kept in confidence.
5. Appointments will be reported and recommended for approval to a full BOT meeting.
6. The successful applicant will be given 3 working days to accept or decline the position.
7. Candidates invited for interview will be reimbursed travel expenses on a fair and reasonable basis as agreed and negotiated when interview notification is given.
8. Once all applicants have been advised, the community will be informed of the appointment.
9. The Principal will have the final say in the appointment of all staff.
10. The appointment committee shall be responsible for completing the appointment procedure and making recommendation to the full Board. In following these procedures, they may seek the advice and involvement of external expertise as required.

#### **Specific:**

##### ***Relief Teachers (daily or long-term)***

All appointments are made by the Principal as and when required, and any long-term relieving minuted at the next BOT meeting.

##### ***Fixed Term or Part-time teaching Staff and Non-Teaching Staff (ie; Support Staff)***

1. Vacant positions may be advertised locally by the Principal.
2. The Principal may seek the assistance of teaching staff and/or BOT members in the appointment process.

##### ***Permanent Teaching Staff and Senior Staff***

#### **1. APPOINTMENT OF PRINCIPAL**

The Board of Trustees will appoint an educational consultant as an advisor for the appointment of a new Principal. The out-going Principal should take no part in the appointment process. An application period will be decided upon, usually 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 advertised with the job details.

The position will be advertised in the Education Gazette (either online or in print) if it is of a year's duration or more. Relieving positions of shorter duration must be advertised locally.

## **2. DEPUTY PRINCIPAL**

- The Principal will place advertisements nationally (*online Education Gazette*)
- The appointment sub-committee will shortlist applicants.
- All shortlisted candidates will be offered an interview.
- All non-shortlisted candidates will be contacted in writing and CV's returned (as applicable).
- The successful candidate will be contacted and given the option of the job, and will be given 3 working days to accept or decline the position.
- Upon acceptance, all non-successful shortlisted applicants will be contacted and CV's returned (as applicable).
- A written notice of appointment will be sent to and returned signed by the successful applicant.
- Ratification of the appointment will be made at the next BOT meeting.

## **3. SCALE A TEACHER** (Permanent)

*(All applicants must be New Zealand registered)*

- The Principal will place advertisements nationally (*online Education Gazette*).
- The appointment sub-committee will shortlist applicants.
- All shortlisted candidates will be offered an interview.
- All non-shortlisted candidates will be contacted in writing and CV's returned (as applicable).
- The successful candidate will be contacted and given the option of the job, and will be given 3 working days to accept or decline the position.
- Upon acceptance by the successful candidate, all non-successful applicants will be contacted and CV's returned or destroyed (as applicable).
- A written notice of appointment will be sent to and returned signed by the successful applicant.
- Ratification of the appointment will be made at the next BOT meeting.

## **4. BEGINNING TEACHERS** (Year 1 or 2)

The school and BOT recognises its responsibility to develop professional guidance programmes for all provisionally registered teachers. For First Year Beginning Teachers this will include 0.2 FTE advice and guidance programme. First Year Beginning Teachers must be Provisionally Registered with the Teacher's Council PRIOR to being employed.

1. All candidates not short-listed will be contacted stating that their application was unsuccessful. All CV's will be destroyed unless requested to be returned (as applicable).
2. The interview panel will draw up a schedule of questions to be used.
3. Thirty minutes will be allowed for each interview. The following interview process will occur:
  - a) One of the panel will spend approximately 5 – 10 minutes with each applicant showing them around the school.
  - b) Approximately 15 – 20 minutes will be spent in the interview.
  - c) After the applicant has left the interview, the panel will compare notes, reaching a consensus for the position.

*NB The time set down for this may vary depending on conditions.*

4. The Chairperson or Principal will notify the successful applicant as soon as possible by telephone.
5. The successful applicant will be given 3 working days to accept or decline the position.
6. After acceptance, a letter of confirmation will be sent to the successful applicant who will return a confirmation letter in writing.
7. If the successful applicant does not accept the position, a full Board of Trustees meeting will decide whether the applicant deemed by the Appointments Committee to be second in terms of suitability, will be appointed or whether to re-advertise the position.
8. The payroll service centre must be notified of the successful applicant. They need to know: name, address, IRD number, pay scale etc.

**Date of Review: August 2020**