

POLICY: SECTION C PERSONNEL MANAGEMENT

POLICY: Staff Appointments

DATE OF REVIEW: May 2018

REVIEWERS: Ants Cotton, Mark Shanahan, Suzanne Grivelle, Personnel Sub-Committee

OBJECTIVES:

- 1 To clearly establish the extent to which responsibility in the area of staffing is delegated to the principal.
- 2 To clearly establish the extent to which the principal delegates responsibility in making appointments.
- 3 To ensure that the school is staffed in the best possible manner so as to achieve its strategic goals.

GUIDELINES:

1. SPECIFIC APPOINTMENTS

Principal:

To be appointed by Board of Trustees. This appointment involves the negotiation of a State Services Commission approved employment contract.

Deputy and Assistant Principal Positions:

An appointment committee of the Board will be responsible for the shortlisting, interview and appointment of staff to these senior leadership positions.

Positions of Responsibility:

- **Three or more Units:**
The Principal will recommend candidates for shortlisting. The appointments committee will endeavour to include a Board representative.
- **One or two units:**
The principal will shortlist applicants. The principal will form an appointment committee. The decision will be made by the Principal in consultation with the committee members.
- **Teachers:**
Appointments will be made by the principal in consultation with Heads of Department and members of the Senior Leadership Team. This includes permanent, long-term relieving, short-term relieving, and permanent part-time and part-time staff.
- **Day-Relief Teachers:**
Staff will be appointed at the discretion of the SLT member responsible for relief organisation.
- **Non-Teaching Positions:**
Appointments will be made by HR/Principal's Personal Assistant in consultation with the Principal. For senior support staff positions the Principal will be directly involved in the appointment. Senior Leadership Team members and Heads of Departments will be consulted as appropriate.

2 APPOINTMENT PROCEDURES

- i. The creation of positions will be the responsibility of the principal in line with the school's Charter and strategic plan.

- ii. For all positions of responsibility a job description will be prepared outlining the nature of the position and the key tasks to be performed.
This may also highlight personal and professional qualities which are pre-requisites for the position. The wording of advertisements and job descriptions will be the responsibility of the Principal and will involve consultation with appropriate staff members. All positions regarded as teaching positions will be in the public domain of the NZ Education Gazette.
- iii. Selection of applicants for interview or appointment will involve consultation with staff who have relevant responsibility. Heads of Department will be responsible for initial scrutiny and appraisal of all assistant teacher applications.
- iv. The appointments process will be in accordance with the provisions of the relevant employment agreements and the Board of Trustees' Equal Employment Opportunity Programme.
- v. All appointments and resignations are reported to the Board via the Principal's Report.

Signature of Chairperson

Signature of Principal

Date