



NAG 3 APPOINTMENTS POLICY

Introduction

The school board has a policy of being an equal opportunities employer.

Taking the above into account, the overriding principle for any appointment will be “the best person for the job”.

An appointments committee shall be set up to select all appointments for positions advertised. Short and long term relieving, fixed term, and support staff positions shall be selected by the Principal.

Guidelines

- NZSTA guidelines will be consulted for good employment practice
- Full time and permanent vacant teaching positions will be advertised in the online Education Gazette or such other place determined by the Principal. The Job description and criteria of the position will be available to all genuine enquiries during the application period. These will be stated in terms of what the Principal sees as the needs of the school. A Curriculum vitae, which includes three referees is required for all applicants.
- The application period will be decided upon, being no less than two weeks and not more than four weeks from the final advertisement of the vacancy. Closure date of the vacancy will be specified in the gazetted *Notice of Vacancy*, along with expected commencement date of the position.
- Upon receipt of applications, each will be kept confidential by the Secretary. A schedule of applications showing name, contact address, contact phone numbers and referees names will be drawn up by the Secretary who will also acknowledge receipts of application.
- The Appointments Committee will view the applications and meet during the week after the closing of applications to short list or decide on most suitable candidate(s).
- Interviews will take place within two to three weeks after the closing of applications.
- The interview process will be discussed and decided upon before interviews commence so as to ensure uniformity of questioning and application selection procedures.



- Once an appointment is made both successful and unsuccessful applicants will be notified of the result of their application. This advice should be made no later than 30 days after the closing of applications. The confirmation will be made in writing.
- All applications, referees statements and any other information about applicants is confidential to the Board, Principal and members of the Appointments Committee and will be returned to all candidates after an appointment is made.
- In the case of non-suitability of all applicants, the position will be re advertised.

Appointments Committee

- The Principal, two to three Board of Trustee members, and possibly a senior teacher, will make the recommendation to the Board of Trustees.

Principal appointment

- In the case of applicants for the Principal position, the Board chairperson has the right to invite any additional personnel to assist them in the selection process and/or the interviewing of the candidates. That person would be required to be present at each interview.
- The Appointments Committee would include three or more Board of Trustee members, the Board Chairperson and a Principal from another school (not an applicant) or consultant who can give advice.
- The Board Chairperson will advise the successful applicant as soon as reasonably possible after the board has reached its decision.
- The successful applicant must notify the board in writing within two working days of their acceptance or non-acceptance. Written confirmation of this acceptance will then be provided by the board.
- The community will be advised as soon as possible of the board's decision.

Conclusion

Staff appointments will have due regard to all regulations which apply, and will be made in relation to meeting the needs of students and school.

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Principal:	Board Chair: