

POLICY

APPOINTMENTS

RATIONALE

The School's Board of Trustees has a policy of being an Equal Opportunities Employer. Appointments will be made without prejudice to age, race, marital status, dependents, ethical or moral beliefs and attitudes. This being so, the final responsibility for all appointments rests with the Board as a whole.

PURPOSES

1. To take all of the above into account, and make the choice of 'the best person for the job' the overriding principle for any appointment.
2. To recognize the obligation as a Board of Trustees to respect the relevant Employment Contracts under which employees are employed.

GUIDELINES

Each Appointments Sub-Committee will be selected by the Board of Trustees as a whole, at the Public Meeting prior to each appointment. Due consideration must be given to gender and equity provisions in selecting each Sub-Committee.

1. Appointment of Principal

- 1.1 The Appointment Committee will consist of the Chairperson and all other members of the Board of Trustees. The incumbent Principal will not be on the Appointments Committee for the new Principal.
- 1.2 An application period will be decided upon, being no less than two weeks and nor more than four week, from the final advertisement of the vacancy. Closure date of the vacancy will be specified in the gazetted Notice of Vacancy.
- 1.3 No late applications will be received unless prior notification from the applicant is received.
- 1.4 Commencement date will be at the beginning of the school term, unless the Board of Trustees gives a specified commencement time in the Gazette notice or by consultation with the new appointee.
- 1.5 School information packs, which consist of School Description, Job Description and Criteria for Appointment are available on request during the application period.
- 1.6 The Board of Trustees has the right to invite additional person/persons to assist them in the selection and/or the interviewing of candidates by providing professional advice.
- 1.7 The Board of Trustees has the right to make confidential inquiries subject to consent by the applicants under the Privacy Act.
- 1.8 In the case of Principal applicants, the application must be accompanied by the Curriculum Vitae and nominations of two confidential referees.

- 1.9 The Selected Appointments Sub-Committee will shortlist a number of selected candidates for interview purposes. The final preference rankings of the applicants interviewed will be made according to appointment criteria.
- 1.10 The Board of Trustees has the right to make such confidential enquiries as to the suitability of each applicant in accordance with the terms of the Privacy Act 1993.
- 1.11 All interviews will be held within a period of five days (although preferably in a closer time span). The interviewing personnel is to remain the same for each interview.
- 1.12 Remuneration will be subject to future negotiation using the Primary Principal's Collective Employment Contract provisions and Ministry of Education criteria.
- 1.13 The Selected Appointment Sub-Committee will report to the full Board of Trustees, at a meeting, the recommendation of the most suitable applicant within three days of reaching a decision
- 1.14 a) The Board of Trustees Chairperson will advise the successful applicant as soon as it is reasonably possible, and confirm this in writing
b) the successful applicant will be invited to negotiate his / her remuneration and Performance Agreement with the Board of Trustees Chairperson. A draft of the Performance Agreement will be drawn up by the Personnel Sub-Committee prior to the interview.
- 1.15 The successful applicant must notify the Board of Trustees within ten working days of their acceptance or non-acceptance. Written confirmation of the appointment will then be forwarded to the appointee on this advice.
- 1.16 In the case of non-acceptance, the Board of Trustees Chairperson will notify the next most suitable applicant. All applicants will be advised in writing of non-acceptance, using a standard form, as soon as acceptance has been received by the Board of Trustees.
- 1.17 The position will be re-advertised should none of the applicants accept or satisfy the appointment criteria.
- 1.18 The community will be advised through the School Newsletter once the Board of Trustees' decision is confirmed.

2 Deputy Principal / Assistant Principal

All procedures are as for the appointment of the Principal with the following exceptions:

- 2.1 The Selected Appointments Sub-Committee will consist of the Principal and two other members of the Board of Trustees, including the staff representative.
- ## **3 All Other Teaching Staff** (Senior Teachers, Basic Scale Staff including Part-Time Teachers, Beginning Teachers and Long Term Relievers)
- 3.1 The Selected Appointments Sub-Committee will consist of the Principal and two other members of staff, relative to the area the vacancy falls in.

- 3.2 The application period will be three weeks as stipulated in the Education Gazette unless, at the discretion of the Principal, the advertisement of the vacancy states otherwise.
- 3.3 The Selected Appointments Sub-Committee will shortlist applicants and, if necessary, interviews will be called for
- 3.4 The Selected Sub-Committee will make a recommendation for appointment to the full Board
- 3.5 The Principal will advise the successful applicant once the full Board has ratified the appointment
- 3.6 Written notices of non-appointment will be sent to all other applicants once the position is confirmed.

4 Ancillary Staff

The Board of Trustees recognises the relevant Collective Employment contracts for all Ancillary Staff.

- 4.1 The Principal will advertise vacancies, select the most suitable applicants and then interview the candidates with Senior Managers.
- 4.2 The Principal will confirm in writing the appointment or non-appointment of all applicants.
- 4.3 Job Descriptions will be available on request.

5 General Procedures

Interviews will be held in the boardroom.

Conclusion

This Appointments Policy, with its clear and specific guidelines, will ensure an effective and successful system of selection and appointment, abiding by the principles of Equal Employment Opportunities and relevant Employment Contracts.

Formulated: October 1994

Next Review: July, 2013