



Appointment of Staff - Guidelines and Procedures

The following guidelines and procedures will be followed to ensure the best available person is appointed to the various positions and roles that exist within the school.

Guidelines

1. Only teachers holding a current New Zealand Certificate or Provisional Certificate in the case of PRT teachers to be appointed
 - a. as permanent/LTR teachers with responsibility for a class
 - b. as Principal
 - c. as Deputy Principal or Team Leader
2. The Board of Trustees may employ personnel who do not hold a current New Zealand Teaching certificate provided they are under the direct supervision of a certificated teacher and they are bringing special skills to classroom programmes e.g. Māori language, because of the unavailability of a certificated teacher.
3. The Board of Trustees delegates authority to the Principal as follows:
 - to appoint part time and long term relieving teachers
 - to prepare short listings for Board consideration of:
 - teacher positions both permanent or fixed term.

The Board on the recommendation of the Principal may waive short-listing and interview procedures when offering a permanent or fixed term position to a teacher already employed in this school.

4. Support Staff

- Office manager Position. Shortlisted by the Principal and considered by appointments committee.
- Learning Assistants - General classroom assistants. Principal / DP in consultation with appropriate team leader
- Learning Assistants - Working with Agency funded children. SENCO / Principal / DP in consultation with Team Leader and appropriate agency staff where necessary

5. Appointments Procedure

- All permanent or long-term fixed term positions, exceeding or equalling a one year duration, will be advertised nationally. This will include advertising on the internet.
- Overseas applicants will only be considered if they hold a New Zealand certificate or provisional certificate and if they can attend an interview if required. They will be given equal consideration as New Zealand applicants.

- Support staff positions may be advertised locally or individuals may be approached directly. (This allows for quick response for the needs of children)
- Applicants for permanent teaching positions will have their applications acknowledged. Those short-listed for consideration will be informed of interview dates and times.
- Both the successful applicant and the unsuccessful applicants will be informed of the outcome in writing.
- Support staff may be interviewed or directly appointed according to the circumstances. This will be the responsibility of the Principal and SENCO.

Police Vetting

The Principal is responsible for receiving Vetting Information on Staff applicants, unless the Principal is the subject of the vetting in which case it will go to the Chair. Police Vetting will be undertaken every three years or sooner if a need arises for support staff.

In accordance with the Vulnerable Children's Act (2015) checklist, procedures will be followed to assure true and correct identification and work history of a prospective employee.

The following positions will be addressed by an appointments committee and confirmed by the Board of Trustees:

- Principal
- Deputy and Assistant Principals
- Senior teachers
- Permanent teaching positions or fixed term positions of one year or longer
- Office manager
- Caretaking staff

Any staff positions not listed above are not addressed by the appointments committee.