

APPOINTMENTS POLICY

OBJECTIVES:

The School Board of Trustees has a policy of being an Equal Opportunities Employer. Appointments will be made without prejudice to age, race, marital status, dependents, moral beliefs and attitudes.

Taking all the above into account the overriding principle for any appointment will be "the best person for the job" though Registered teachers only will be employed.

The Board of Trustees recognises the Primary Teachers C.E.C. Clauses and the Secondary Teachers C.E.C. for Technology positions (2.1 to 2.3).

APPOINTMENTS WILL BE MADE BY THE FOLLOWING SUB-COMMITTEE:

1. **Principal**
At least 3 Board of Trustee members (excluding the teacher representative) plus a co-opted Principal or Educational consultant.
2. **Deputy Principal**
At least 3 Board of Trustee members (excluding the teacher representative) and the Principal.
3. **Teaching Staff, Support Staff, Caretaking and Groundskeeping**
The Principal and the Deputy Principals.
4. **Ancillary Staff**
Any 2 of the Principal or Deputy Principals. The Board of Trustees Treasurer is to be involved in the appointment of the Financial Manager.
5. **Other Positions** (eg. Caretaker, Groundsman, Canteen Supervisor etc).
The Principal or sub-committee delegated by Principal and Board of Trustees.

APPOINTMENT PROCEDURES

OBJECTIVES:

1. Details of duties to be carried out and the criteria being adhered to in making appointments will be made to all applicants on request. This will include a job description, copies of the school's purpose, a description of the school and a description of the school's community.
2. Notes will be taken of any outstanding strengths and limitations. Reports on all applicants are required from members of the Appointments Committee. Appointment Committee members will indicate prior knowledge of candidates and any personal biases.
3. By consensus determine the shortlist of applicants (usually not more than four).
4. The Principal will notify the short listed applicants of the date and venue of the interview. (for an appointment of a Principal this will be done by the Board of Trustees Chairperson)
5. The interview panel will be selected and a schedule of questions drawn up. Referees' statements that have been received will be examined.
6. Sufficient time will be allowed for each interview. This will be used:
 - (a) Up to 1 hour may be spent in the interview.

- (b) After the applicant has left the interview, the remaining time will be spent comparing notes and reaching a consensus on the applicants strengths, limitations and suitability for the position.
7. A report may be prepared for a full Board of Trustees meeting. This report may contain:
 - Criteria for appointments
 - Recommended appointees
 - A full Board of Trustees meeting will ratify all appointments made
 8. Commencement date will be at the beginning of the school term, unless the Board of Trustees gives a specified commencement time in gazette notice or by consultation with the new appointee.
 9. Job descriptions and criteria for appointment will be available to all genuine enquiries during the application period.
 10. For all vacancies the application must be accompanied by a Curriculum Vitae and nominations of up to three confidential referees. Such referees will be forwarded a Board of Trustees approved referees form for completion, or telephone contact made with the referees.
 11. The Appointments Committee has the right to make such confidential enquiries as to the suitability of each candidate as it sees fit.
 12. The Board's sub-committee will shortlist a number of selected candidates for interview purposes. The final preference rankings of the applicants interviewed is to be made by consensus.
 13. Remuneration will be subject to future negotiation and/or the Primary Teachers and Secondary Teachers Awards Provisions, and Ministry of Education criteria.
 14. The appointment will be ratified by the full Board, or quorum, as soon as possible after the interviews.
 15. Interviewing personnel are to remain the same for each position being filled.
 16. The Board Chairperson or Principal will advise the successful applicant as soon as it is reasonably possible after the Appointment Committee has reached its decision.
 17. The successful applicant must notify the Board of Trustees within five working days of their acceptance or non-acceptance. Written confirmation of the appointment will then be forwarded to the appointee on this advice.
 18. In the case of non-acceptance, the Appointments Committee Chairperson may notify the next applicant on the ranked list immediately. All applicants will be advised in writing of non-appointment using a standard form letter, as soon as acceptance has been received by the Board.
 19. In the case of non-suitability of all applicants, the position will be re-advertised.
 20. The Board of Trustees has the right to invite any additional person/persons to assist them in the selection process and the interviewing of candidates. That person would be required to be present for the whole appointment process.
 21. The community will be advised as soon as possible of the Board's decision in the case of an appointment to the Principal's or Deputy Principal's position.

1. APPOINTMENT OF PRINCIPAL

The incumbent Principal will be replaced on the appointments sub-committee by a co-opted Principal or Educational consultant.

PROCEDURES:

- A. Application period will be decided upon, being 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 specified in gazetted Notice of Vacancy.
- B. No late applications will be received.
- C. The Appointments Sub-Committee will take their recommendation to a full Board of Trustees meeting for a provisional appointment to be made.
- D. The Chairperson will notify the successful applicant as soon as possible.
- E. The successful applicant will have five working days in which to accept the position.
- F. After acceptance, a letter of confirmation will be sent to the successful applicant and letters of non-appointment will be sent to all other applicants.
- G. If the successful applicant does not accept the position, a full Board of Trustees meeting may decide to offer the position to the applicant deemed by the Appointments Sub-Committee to be second in terms of suitability, or re-advertise the position.

2. DEPUTY PRINCIPAL**PROCEDURES:**

All procedures as for the appointment of the Principal will be followed excepting:

- A. The Principal will be involved in the Appointments Sub-Committee for selection and interview purposes.

3. BASIC SCALE STAFF INCLUDING PART-TIME TEACHERS**PROCEDURES:**

- A. The Principal and Deputy Principals will assume the functions of the Chairperson and the Board of Trustees with regard to the selection and initial notification procedures.
- B. The Principal and Deputy Principals will select and shortlist applicants and then may consult with the Board of Trustees Appointments Sub-Committee with their recommendation for appointment.
- C. Written notices of appointment or non-appointment will be signed by either the Board of Trustees Chairperson or Principal.
- D. The application period will be up to three weeks as stipulated in the Education Gazette, unless at the discretion of the Principal, the advertisement of the vacancy states otherwise.
- E. If necessary, interviews will be called for and conducted by the Principal. In which case, a Representative/s of the Board of Trustees Appointment Sub-Committee, or their co-opted Representative may be present.
- F. Part-time or shared positions will be advertised in the local newspaper.
- G. Curriculum Vitae, Referees Reports and interviews may be requested.
- H. Wherever possible full time teachers will be observed in their current positions.

4. ANCILLARY STAFF**PROCEDURES**

The Board recognises the relevant Awards for Support Staff and Cleaners and Caretakers.

- A. The Principal will advertise vacancies, select the most suitable applicant and then advise the Board of Trustees of the recommendation.
- B. The Board of Trustees will confirm in writing the appointment or non-appointment of all applicants.
- C. Job descriptions will be available on request.
- D. Work history reports and previous employer recommendations will be required.

5. GENERAL PROCEDURES

- 5.1 Venues for any interviews will be at the Board of Trustees discretion. They may act on advice of co-opted representatives or on the Principal's advice in certain instances. (Principal and Deputy Principals interviews may be held outside the school).
- 5.2 Travel and Accommodation allowances in the case of Principal and Deputy Principals may be granted by the Board of Trustees in accordance with current Public Service Rates.
- 5.3 Final approval of all appointments excepting relievers rests with the Board of Trustees. All relievers daily or long term be appointed by the Principal, or a delegated senior staff member.

SELF REVIEW

1. This policy will be reviewed annually along with all other school policies.
2. Responsibility for review of this policy will be held by the Board of Trustees, and Senior Management Staff.