



PAPAKAIO SCHOOL



301 Appointments Procedure

The School Board of Trustees is an equal opportunities employer. Appointments will be made following our EEO Policy and in accordance with terms of conditions as set out in relevant collective agreement.

Taking all the above into account, the over-riding principle for any appointment will be "the best person for the job".

The Board of Trustees recognises the Primary Teachers' Award "Terms of Employment" Clauses.

An Appointments Sub-Committee will be responsible for short-listing, and interviewing candidates. Their recommendations will be taken to a full Board of Trustees Meeting for the final appointment to be made. It is recommended that an outside advisor be employed to assist in the case of principal appointments and surplus staffing redundancy situations.

The Board of Trustees demonstrates their commitment to the safety of children by adopting appropriate safety checking practices (in accordance with VCA). When employing school staff/core workers this procedure is used in conjunction with Papakaio School procedure on police vetting.

APPOINTMENT OF PRINCIPAL and PERMANENT TEACHING STAFF

PROCEDURES

1. Application period will be decided upon and closure date of the vacancy will be specified in gazetted Notice of Vacancy.
2. 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.
3. Job descriptions and criteria for appointment will be available to all genuine enquiries during the application period.
4. In the case of Principal applicants, 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.
5. The Board of Trustees asks applicants permission to seek information beyond their listed referees.
6. The Board's Sub-Committee will short-list a number of selected candidates for interview purposes. The final preference rankings of the applicants interviewed, is to be made by consensus.
7. Remuneration will be subject to future negotiation and/or the Primary Teachers' Awards Provision, and Ministry of Education criteria.
8. The appointment will be made by the full Board or quorum, as soon as possible after the interviews.
9. All interviews will be held within as close a time span as possible - preferably the interviewing personnel to remain the same for each interview.

10. The Principal will advise the successful applicant as soon as it is reasonably possible after the Board has reached its decision.
11. The successful applicant must notify the Board of Trustees within three working days verbally or ten days in writing of his/her acceptance or non-acceptance. Written confirmation of the appointment will then be forwarded to the Appointee on this advice.
12. In the case of non acceptance, the Board of Trustees Chairperson can notify the next applicant on the list ranked immediately. All applicants will be advised in writing of non appointment using a standard form letter, as soon as written acceptance has been received by the Board.
13. In the case of non-suitability of all applicants, the position will be re-advertised.
14. The Board of Trustees has the right to invite any additional person/persons to assist them in the selection process and/or the interviewing of candidates. That person would be required to be present at each interview.
15. The community will be advised as soon as possible of the Board's decision.

FIXED TERM TEACHING STAFF

A sub-Committee, appointed by the Board of Trustees on a case by case basis, consisting of at least the Principal, Chair and the Trustee given the Personnel Focus will be empowered to select and short-list, interview applicants and appoint.

ANCILLARY STAFF

Ancillary will be appointed by the principal. It is advised that if parents are being considered for appointment that an outside principal be asked to interview those short-listed and make a recommendation to the BOT.

GENERAL GUIDELINES

Reviews of Non-Appointment

Primary Teachers' Award will be followed. Relevant NZEI Guidelines will be used for this purpose.

Venues for Interviews

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.

Travel & Accommodation Allowances

In the case of the Principal this may be granted by the Board of Trustees in accordance with current Public Service rates.

Final Approval of all Appointments excepting relievers

This rests with the Board of Trustees. All ancillary staff, relievers, both daily or long term will be appointed by the Principal.

Reviewed Dec, 2015