

HOKOWHITU SCHOOL APPOINTMENTS POLICY

RATIONALE:

To ensure that the person best suited to the position and to meeting the needs of Hokowhitu School is appointed.

PURPOSES:

To set consistent procedures for the recruitment, selection and appointment of staff.

GUIDELINES:

1. The Appointments policy and any associated procedures will be consistent with appropriate employee collective agreements and with requirements of the Acts governing employer/employee relationships. It must also be consistent with the School Charter goals and objectives.
2. All permanent teacher appointments are made by an Appointments Team consisting of the Principal and BOT representatives and/or staff members.
3. All fixed term teacher appointments are made by the Principal and Senior Leadership team, in consultation with the BOT Chairperson.
4. The Board will ensure strict confidentiality of documentation and information related to the Board's appointment process and/or position as an employer.
5. All positions of a full year or more duration shall be advertised nationally.
6. Only registered teachers (or those with provisional registration or registration subject to confirmation) will be appointed to classroom teaching positions.
 - a. Registered teachers will be appointed subject to the successful completion of a safety check making use of the Education Council of Aotearoa New Zealand's (EDUCANZ) police vetting process for registration.
7. The appointment of non-classroom teaching positions (non-core workers) is delegated to the Principal and Senior Leadership, in consultation with BOT representation.
 - a. All non-core worker appointments are subject to the requirements of the Vulnerable Childrens' Act.
 - b. The appointment won't be confirmed until the safety check has been completed to the principal's satisfaction
 - c. Continued employment is subject to 3-yearly police vetting but the board reserves the right to request a new police vetting process to take place within the 36 month period.
8. The appointment of the Principal is a full Board responsibility.

CONCLUSION:

We will seek to have the best staff appointed to meet the needs of the children of Hokowhitu School.

Associated documentation

Collective agreements, as appropriate
Vulnerable Childrens' Act 2014
Principal Appointments Policy
EEO Policy
Hokowhitu School Charter
Safety Check procedures

Chairperson.....

Principal