# Policy No. OP3

# Policy Name: Appointments

# Procedures for: Appointing Staff

# Date adopted: 5 March 2018

Purpose

* In order to ensure the very best possible personnel are appointed:

Procedures

These appointment procedures will align with the recommendations of the vulnerable children act.

* The Principal will be appointed by the Board of Trustees.
* Appointment of the Deputy Principal, Associate Principal and Team Leaders will involve an appointment committee consisting of the Principal, the board chairperson and a further trustee (should the board feel the need to include one)
* Unless determined otherwise by the board, appointment of all other teachers, part time teachers, long term relieving teachers and non-teaching staff will be the responsibility of the Principal in consultation with the board Chairperson or delegate where deemed necessary.
* Equal Employment Opportunities will be considered in all appointments.
* A job description and/or contract will be prepared for each vacancy.
* On appointment, an offer of employment detailing remuneration, hours of work, starting date and tenure will be made.
* All teachers will have current New Zealand teacher registration.
* All staff will have Police vetting procedures undertaken.
* The background of an applicant’s character, competence, qualifications, and experience is carefully checked
* Original or certified documents are properly sighted and certified documents are authenticated by persons authorised to do so.
* All staff will be informed of the school’s vision and goals inherent in the charter.
* Senior leadership team (SLT) will provide newly appointment staff with robust support and guidance to ensure an easy transition to the school.
* Allocation of management units will be at the discretion of the Principal. However, they will support current strategic planning and be awarded to the appropriate personnel who can support school professional development needs.
* Unit allocation will be decided at the end of each year in line with strategic and annual planning and in consultation with staff.
* Teachers are appraised annually against the Practising Teacher Criteria.