

# Stratford Primary School: Operational Policies

## 300 APPOINTMENTS POLICY

### OUTCOME STATEMENT:

The best applicants are appointed through a fair, rigorous appointments process

### SCOPING:

To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy, will be selected to carry out the appropriate appointment procedures. In accordance with the regulatory requirements for safety checking under the Vulnerable Children Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with the '500 Child Safety Policy' on safety checking, police vetting and screening.

The Equal Employment Policy (EEO) should be reviewed as part of this policy.

### DELEGATIONS:

The Board delegates authority to the Principal to determine the composition of the various appointment committees according to the schedule outlined below with the following two exceptions:

- The appointment of the principal will remain the responsibility of the Board, which will determine the process and seek NZSTA advice.
- Any appointment of permanent teaching staff will involve a Board delegated member.

### EXPECTATIONS AND LIMITATIONS:

The Principal must ensure that:

1. Appointment of the Deputy Principal, Associate Principal and/or Assistant Principal will involve an appointment committee consisting of the Principal, Deputy Principal and/or Associate Principal, and a delegated trustee.
2. Unless determined otherwise by the Board, appointment of all other teachers, part-time teachers, long-term relieving teachers will be the responsibility of the Principal in consultation with the Personnel Committee. The Principal will be responsible for appointing all non-teaching staff.
3. The Principal will have clear processes for the appointment of staff.
4. Procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, Police vetting and screening of all staff.
5. In the case of Community of Learning I Kāhui Ako membership:
  - a. Staff seeking the Communities of Learning I Kāhui Ako leadership role or the Across Schools Leadership role must seek and receive consent from their employing Board before applying for the role.

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## **PROCEDURES/SUPPORTING DOCUMENTATION:**

- [HSWA: Child Safety Checks \(Police Vetting processes\)](#)
- [Police Vets \(VCA 2014\) Relief/Student Safety Check](#)
- [Current Teacher Registration/MoE No](#)
- Templates: Application form, shortlisting matrix, interview matrix, reference checking matrix.

## **MONITORING:**

The Board will have a Personnel section in the agenda to report on appointments of permanent and fixed term staff.

## **LEGISLATIVE COMPLIANCE:**

- Collective employment agreements
- Employment Relations Act 2000
- Children's Act 2014.

Review schedule: Triennially