

Cashmere Avenue School

STAFF APPOINTMENTS PROCEDURES

1. GUIDELINES

1.1 All appointments will comply with relevant legislation and employment contracts, and the school charter, personnel goals and objectives.

1.2 As needed a personnel sub-committee will be approved by the Board. It will comprise the Principal and at least one other Board member and will be delegated responsibility for approving an appointment.

1.3 Personnel sub-committees for various positions will comply with the following:

	Chairperson	BOT Member	Principal	Principal Nominee(s)	Other
Appointment					
Principal	Compulsory	Compulsory	Optional	No	Optional
Associate Principal	Compulsory	Compulsory	Compulsory	No	Optional
Senior Teacher	Compulsory	Compulsory	Compulsory	No	Optional
Teachers:					
Permanent	Optional	Compulsory	Compulsory	Optional	Optional
Part-time	Optional	Optional	Compulsory	Optional	Optional
One Term or Less	No	Optional	Compulsory	Optional	Optional
Relief	No	No	Compulsory	Optional	No
Support Staff	No	Optional	Compulsory	Optional	No

1.4 Optional positions on appointment panels will be at the discretion of the Board of Trustees. For the Principal's position, the involvement of the incumbent Principal, or Associate Principal is not permitted if he/she is applying for the position or if there is a declared conflict of interest.

1.5 Where deemed necessary the Principal's nominee(s) on appointment panels will be the Associate Principal with responsibility for that syndicate. If neither of these positions are filled, the Principal will appoint either the Senior Teacher or another suitable person at the Principal's discretion.

1.6 Other appropriately qualified or experienced people co-opted on the appointment panels may include a Principal or a member of the Board of Trustees of another school or a suitably qualified human resources professional.

1.7 The appointment panel will make its recommendation to the Board of Trustees for final approval.

1.8 All appointments to teaching positions must be New Zealand registered teachers.

2. PROCEDURES

2.1 For all positions, a job description, person specifications and criteria for selection will be prepared by the Principal. For the Principal's position, this information may be prepared by the personnel group of the Board and approved by the Board of Trustees.

2.2 All permanent teaching and school management positions will be advertised nationally. The decision to advertise other teaching (ie part-time, less than one year, relief) and non-teaching positions will be at the discretion of the personnel group of the Board.

2.3 The job description, person specifications, criteria for selection and application form will be sent to potential applicants on request. Application forms will clearly state the appointment will be subject to a satisfactory police vet and have appropriate questions on matters relating to previous convictions. A list of persons requesting this information will be kept.

2.4 Applicants will receive acknowledgement of their application and advised of the approximate time frame of the appointment process.

2.5 A short list of suitable applicants for permanent teaching and school management positions will be prepared based on the selection criteria. A record of reasons why candidates were excluded/included on the short list will be kept until the appointment process is complete and then this will be destroyed.

2.6 Written or verbal references will be obtained from present or immediate past employers for short-listed applicants for permanent teaching and school management positions. For other teaching (ie part-time, one term or less relief) and non-teaching positions, short-listing and reference checking will be at the discretion of the appointment panel.

2.7 All short-listed applicants will be interviewed. Shortly after the interview the panel will discuss each applicant and match them to the selection criteria and keep a brief written record until the appointment has been confirmed. A recommendation is made to the Board - appointment, non-appointment or re-interview.

2.8 Prior to the interview applicants living outside the Wellington region may negotiate with the panel for the reimbursement of travel and associated

costs. The reimbursement will be at the Personnel Sub-Committee's discretion. Such reimbursement will be made at or after the interview.

2.9 All applicants will be advised of the outcome of their application. CV's and supporting documentation will be returned to unsuccessful applicants.

2.10 A satisfactory police vet of non-teaching staff is required as a condition of appointment. Teachers are vetted 3 yearly upon renewal of their teacher registration. An offer of employment whether orally or in writing, must be conditional until a satisfactory police vet has been completed and this needs to be clearly stated to the applicant.

2.10a The person designated to receive and record police vets will be the Principal. If there is cause for concern, the Principal will decide whether the person's disclosure is a threat to the safety of children and / or staff and will inform the BOT of any action that is required. If in doubt about what action should be taken, STA personnel/industrial relations adviser should be consulted.

2.10b Individuals will be disqualified from holding positions that require contact with children if their criminal records include any of the following :

- past history of sexual abuse of children
- conviction for any crime in which children were involved
- history of any violence or sexually exploitative behaviour

2.10c Other offences which may be considered as serious misconduct will generally disqualify a person from holding positions but the BOT, with STA advice and guidance, will consider each case on its own merits based on the following criteria :

- how long ago the conduct occurred and the circumstances surrounding the conduct in question
- the age of the individual at the time of the offence
- societal conditions that may have contributed to the nature of the conduct
- the probability that the individual will continue the behaviour in question
- the individual's commitment to rehabilitation and the changing the behaviour in question

2.10d Applicants have the right to be treated fairly and to have their privacy respected. Sometimes a records check will falsely identify a person as having committed a crime. For this reason, applicants should be given a chance to challenge the accuracy of information resulting from a police vet.

2.10e If an employee has already been police vetted by another school within the past year, it is sufficient that the Principal sights a copy of the vet and a record kept that this is done in the individual's personnel file.

2.11 Anyone, other than the Principal, who declares a conflict of interest will not be involved in the appointment process.

2.12 The confidentiality of information provided by the applicants will be preserved subject to the terms of the Official Information Act, the Privacy Act 1993, and the Board of Trustee's Privacy Policy.

2.13 Discussion about the applicants should not take place outside the meeting of the appointment panel and Board of Trustees.

2.14 **Appointment Process - Check List**

Permanent teaching and school management staff only.

Date:

1. Vacancy notified
2. The principal prepares:
 - i) job description
 - ii) person specification
 - iii) criteria for selection.
3. Personnel group of the BOT appoint an appointment panel.
4. Appointment panel begins planning and decides on timeframe.
5. Advertise job.
6. Job description and application pack sent out following enquiries.
7. A list is kept of all persons requesting application information.
8. All applications acknowledged.
9. Applications close. Confirm any conflict of interest or prior knowledge. If conflict confirmed, personnel group appoint someone else to panel.
10. Appointment panel meet, review documentation & short list. Police vet forms sent to shortlisted applicants for completion.
11. Written / verbal references requested.
12. Negotiate travel costs if necessary.
14. Appointment panel meet and prepare questions for the interviews.
15. Interview and make recommendation to the BOT .
16. Inform successful and unsuccessful applicants.