



## Policy Glendowie School

### **APPOINTMENTS POLICY – TEACHERS AND PRINCIPAL**

#### **Rationale**

The Board of Trustees has a policy of being an Equal Opportunities Employer. Appointments will be made without prejudice to age, race, marital status, dependents, ethical and moral beliefs and attitudes.

Taking all of the above into account, the overriding principle for any appointment will be "the best person for the job".

The B.O.T. recognises the Primary Teachers' Award "Terms of Employment" clauses.

Appointments Sub-Committee consisting of up to three B.O.T. members, the Principal, and where appropriate the staff member who will be working most closely with the successful candidate. This subcommittee will be responsible for interviewing candidates. The process is as follows.

#### The Principal will:

- Consult with B.O.T. and staff as to the appointment process and position
- Develop a person specification where required and current job description.
- Prepare an appointment package and timeline.
- Engage an outside education professional to assist in the appointment process when considered necessary.
- Advertise nationally any long term position.
- Provide copies of the CV's of shortlisted candidates to the appointment committee
- Consult the referees of the short listed panel candidates

#### The BOT will:

- Formally approve the appointment. The BOT delegates to the appointment panel, or in case of short-term or part-time appointments, to the Principal, the approval to offer the position to the candidate they have chosen. See relevant Clauses for the Principals appointment.
- Unsuccessful applicants, have a right to a review of their non-appointment if procedures are not followed.
- The offer of appointment will be qualified, in that the offer of continuing or permanent employment will require that a current practicing certificate is confirmed and is continued to be held during the periods of the employment, or termination of employment will result.

#### **APPOINTMENT OF PRINCIPAL**

- The incumbent Principal will be replaced on the Appointments Sub-Committee by a fourth B.O.T. member, a consultant or an invited Principal. The recommendations of the Sub-Committee will be taken to a full B.O.T. for the final appointment to be made.

#### **Procedures for Principal Appointment**

- The B.O.T. Chairperson will direct the process for application.

- Application period will be decided upon, being approximately two weeks from the advertisement of the vacancy. Closure date of the vacancy will be specified.
- No late applications will be received.
- Commencement date will be at the beginning of the school term, unless the B.O.T. gives a specified commencement time in the advertisement notice or by consultation with the new appointee.
- Job descriptions, job specifications and the appointment package will be available to all seeking application.
- In the case of all applicants, the application must be accompanied by Curriculum Vitae, signed references, names of two referees and a "Disclosure of Information" form.
- The BOT recognises that if a consultant is appointed to oversee the short listing of candidates that the criteria for the process will be agreed by the BOT in conjunction with the consultant
- The BoT and consultant are able to make such confidential enquiries as to the suitability of each candidate providing the candidate has given permission for the referee to be contacted. If the referee is not their present employer then permission will be requested from the candidate to be able to contact them.

Prior to the Board's Sub-Committee interviewing the short list, the following information will be made available to members:

- Advertisement for sighting
  - Job description of advertised position
  - Interview sheets and questions
  - 'Wish List' or Job Specification of qualities we are looking for
  - Copies of the applicants CV
  - Copy of the referees discussion
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- The final preference, of the applicants interviewed, is to be made by consensus.
  - The starting position on the salary scale for each appointment will be determined by the Primary Teacher's Awards Provisions, and Ministry of Education criteria.
  - The appointment will be made by the full Board, or quorum, as soon as possible after the interviews.
  - Ideally all interviews will be held within a brief period. The interviewing personnel to remain the same for each interview, where possible.
  - The Board Chairperson will advise the successful applicant as soon as reasonably possible after the Board has reached its decision.
  - The successful applicant must notify the B.O.T. within three working days of their acceptance or non-acceptance, followed by a letter of acceptance by the applicant. Written confirmation of the appointment will then be forwarded to the Appointee.
  - The unsuccessful applicants will be advised of the outcome of the appointment. Review procedures will be carried out in accordance with the "Provisions of the Collective Employment Contract",
  - In the case of non-acceptance, the BOT chairperson will notify the next applicant on the ranked list, if suitable.
  - In the case of non-suitability of all applicants, the position will be re-advertised.
  - The community will be advised of the Board's decision of the successful candidate
  - Candidates will have the opportunity to bring a support person or their whanau to the appointments selection interview.

## **DEPUTY PRINCIPAL / ASSISTANT PRINCIPAL**

### **Procedures**

- All procedures as for the appointment of Principal will be followed, with the exception of the first procedure and the procedure which states that “The appointment will be made by the full Board, or quorum, as soon as possible after the interviews.”
- The Principal will be involved in the Appointments Sub-Committee for selection and interview purposes.
- The Personnel Sub-Committee will advise the Board of the successful candidate.

## **SENIOR TEACHERS, AND BASIC SCALE STAFF**

### **Procedures**

- Will be as for the Principal but **not** including the first procedure but inclusive of;
- The Principal will select and shortlist and then consult with the B.O.T.
- Appointments Sub-Committee. All applications are available should the Appointments Sub-Committee wish to view them and add to them.
- Written letters of appointment or non-appointment will be signed by the Principal or B.O.T. Chairperson.

## **BEGINNING TEACHERS**

### **Procedures**

- Will be as for Basic Scale teachers.
- The School and B.O.T. recognises its responsibility to develop professional guidance programmes for all beginning teachers. 0.2 release will be provided.

## **MONTESSORI**

### **Procedures**

- The Appointments Committee will include two representatives from the
- Montessori Trust, two representatives from the B.O.T. (ideally one should be the Chairperson or the Principal) and a staff representative who will be working most closely with the successful applicant.
- The successful applicant must meet the approval of both the Montessori Appointments Representatives and B.O.T. Appointments Representatives.

## **PART-TIME SCALE A TEACHERS, LONG TERM RELIEVING SCALE A TEACHERS**

- The Principal, Staff Representative or Staff member who will work most closely with the appointee will short-list the candidates and the Principal will make the appointment.

## **ANCILLARY STAFF**

### **Procedures**

- The Board recognises the relevant Awards for Teacher Aides, Secretaries, Cleaners and Caretakers.
- The Principal will select the most suitable person for the vacant position and advise the B.O.T.
- The Principal will confirm in writing the appointment or non-appointment of all applicants.
- Job description will be available

## **GENERAL**

The Board's policy is to employ registered teachers or a Limited Authority to Teach. However, in a situation where the needs of students can only be met by a person with

specialised skills and only an unregistered person is available, the Board may give consideration to the employment of such a person on a part time or relieving basis e.g. Maori tutors supervised by a teacher, Music Teachers etc. These employees will be police vetted as required.


**Procedures**

Travel and accommodation allowances for applicants may be granted by the B.O.T. in accordance with accepted rates.

All day to day or long term relievers will be appointed by the Principal.

**DECLARATION OF PRIOR KNOWLEDGE**

Any member of the Appointments Committee who has prior personal knowledge or interest in any applicant should declare this interest at the beginning of the appointments process.

<b>Approved:</b>	<b>Board of Trustees Meeting</b>
<b>07/08/2018</b>	
<b>Signature of Chairperson:</b>	—  —
	— / / —
<b>Reviewed:</b>	— / / —