



3.8 APPOINTMENTS AND RECRUITMENT POLICY

Outcome statement

The best applicants are appointed and recruited through a fair, rigorous appointments and recruitment process.

Scope

To assist in the appointment of quality staff to any vacancy that may arise, Appointment or Recruitment 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 Children's 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 school's procedures on safety checking, police vetting and screening and the Police Vetting for Non-Teaching Staff policy.

Delegations

The board delegates authority to determine the composition of the various Appointment or Recruitment Committees according to the schedule outlined in the Delegations of Authority Policy. Appointment of the Principal is the responsibility of the Board, which will determine the process and seek NZSTA advice.

Expectations and limitations

The Principal must ensure:

- Appointment of Deputy Principals, the Business Manager, Board Secretary and the Hostel Manager will involve an Appointment or Recruitment Committee consisting of the Principal, the Board's Presiding Member (note the Presiding Member may delegate this to members of the Personnel and Student Behaviour Sub-Committee), and other members as deemed appropriate.
- Appointment of Head of Departments, Deans, and other similar positions will involve an Appointment or Recruitment Committee consisting of the Principal and senior staff from within the School and may include members of the Board for specialist appointments.
- Unless determined otherwise by the Board, appointment of all other teaching staff, part-time teachers, casual and relieving staff, long-term relieving and fixed term positions, and non-teaching staff will be the responsibility of the Principal. The Principal may delegate the recruitment and interview process to members of the Senior Leadership Team, but appointment will be the responsibility of the Principal.
- Procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff.



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- That all appointment and recruitment is made in line with other key School policies, including the Delegations of Authority and the Allocation of Management Units and Allowances policies.

In the case of Kāhui Ako (Community of Learning) membership:

- Staff seeking Kāhui Ako leadership roles or a teacher across Schools' role must seek and receive consent from their employing Board before applying for the role.

Procedures/supporting documentation

Delegations of Authority Policy

Personnel Policy

Allocation of Management Units and Allowances Policy

Privacy and Protected Disclosure Policy

Safety Checklist

Templates – application form, shortlisting matrix, interview matrix, reference checking matrix etc.

Monitoring

The Principal will provide reporting on appointments and recruitment matters as part of the regular reporting into Board meetings and in accordance with the Board's annual workplan.

Legislative compliance

[Employment Relations Act 2000](#)

[Privacy Act 2020](#)

[Collective employment agreements](#)

[Children's Act 2014](#)

Reviewed: April 2021 (newly created)

Next review: 2024
