

# Appointments Policy

## **Rationale**

Greymouth High School endeavours to appoint staff of the highest calibre. The staff appointed will have the qualities most appropriate to the requirements of the position.

## **Guidelines**

1. The Board of Trustees will fulfill its obligations to be a good employer.
2. The Greymouth High School Board of Trustees is an EEO employer.
3. All appointment processes will conform to all of the relevant statutes and employment contracts.
4. All appointments will be notified to the next Board of Trustees meeting.
5. The Board of Trustees delegates responsibility for making appointments to the Principal.
6. All appointments will follow the appointment procedures attached to this policy.
7. The appointment of the Principal will be managed by the Board.

## **Signed**

\_\_\_\_\_ **Chairperson**  
\_\_\_\_\_ **Date**  
\_\_\_\_\_ **Review Date**

## **Appointment Procedures**

### **1. Starting the Process**

1. Whenever a vacancy occurs the Principal is responsible for making sure the process, as outlined in the particular award, is followed.
2. Whenever a vacancy occurs the Principal and other appropriate senior/supervisory staff shall:
  - i. determine the nature of the position to be advertised by reviewing the schools needs in terms of:
    - *the curriculum*
    - *individual needs of students*
    - *the schools long-term plans.*
  - ii. advise the Board of Trustees Chairperson of how the vacancy should be filled
  - iii. prepare a Job Application Pack which shall contain -
    - a) an E E O statement: Greymouth High School is an equal opportunities employer
    - b) the duties and objectives of the position
    - c) the line/s of authority/responsibility including functional relationship and accountabilities
    - d) a Person Description for appointment stating-
      - the skills required for the job
      - training and qualifications required (where relevant)
      - personal attributes required
      - background experience required
    - e) A Privacy Act Declaration is to be signed on application.
    - f) a statement that there will be an annual review.
    - g) a requirement for declarations on suitability for the position with regard to any relevant health and criminal records.
    - h) a requirement for a vetting application to be made on any applicant for a non-teaching position. (All teaching applicants should be registered teachers and therefore have already been vetted).
    - i) two copies of confidential referees reports for the applicants to issue to their referees.
  - iv) An accompanying letter describing how applications are to be made and the process and time line of the appointment procedure.
  - v) The documents in (iii) and (iv) will be forwarded on request fast post.

### **2. Advertisements**

- a. All non-Gazette advertisements will carry the following statement - Please contact the Principal's Assistant for a Job Description and application procedures together with a brief description of the position, phone/fax numbers address and closing date for applications.

- b. All permanent full time and long term relieving (more than 1 term) teaching positions will be advertised in the Education Gazette and/or nationally. Any exceptions to this require the approval of the Board Chairperson. Where appropriate, short term relieving, part-time teaching and support staff positions may be advertised locally or nationally.
- c. No appointments will be made until after the stated closing date of applications.
- d. All applications will be acknowledged on receipt.

**3. Shortlisting/Interview Committees** for the following positions shall be constructed as outlined below:

**Deputy Principals, Community Education Co-ordinator, Karoro Learning Director, Mawhera Services Academy Director, Karoro Accommodation Manager** – the composition of which will be determined at the time of the vacancy by the Chairperson and Principal.

**HOD's, Administration Manger, Property Manager, Fresh Start Manager** – Principal and one Deputy Principal (and/or nominees).

**Karoro Learning Managers** – Principal and Karoro Learning Director.

**Other PR Holders** – Principal, HOD (and/or nominees).

**Assistant Teachers** – Principal, HOD (and/or nominees).

**Principal's Assistant** – Principal and Administration Manager.

**Office Staff** – Administration Manager and Principal's Assistant.

**Support Staff** – Principal (or nominee) and Administration Manager and HOD Assisted Learning Programmes.

**Maintentance Staff** – Property Manager and Administration Manager.

**Cleaning Staff** - Property Manager and Administration Manager.

**Karoro Learning Staff** – Principal and/or Karoro Learning Director and relevant Department Head at Karoro Learning.

**Community Education Tutors** – Principal (or nominee) and Community Education Co-ordinator.

**Karoro Accommodation Staff** – Karoro Accommodation Manger and Administration Manager.

**Fresh Start Support Staff** – Deputy Principal, HOD Assisted Learning Programmes and Fresh Start Manager.

**Mawhera Services Support Staff** – Principal (or nominee) and Mawhera Services Academy Director.

The Principal may delegate the powers of appointment in the case of support staff, maintenance staff, Karoro Learning staff, Karoro Accommodation staff and Community Education Tutors and Fresh Start support staff.

All committees may co-opt members as they see fit.

#### **4. Applications - Writing**

- i Teaching staff - using the application form provided plus whatever other material they wish to include in support of their application. (*Applicants will be asked to state other subjects, and the levels, which they are qualified in and prepared to teach and what contribution they are prepared to make to the whole life of the school*).  
- 2 referees which the school can contact.
- ii Support staff - in writing, including C V details or relevant training and experience, 2 references and/or names of 2 referees to be contacted (if desired).

**Note:** Referees Statements will be confidential to the Principal and the Shortlisting/Interview Committee.

#### **5. Shortlisting**

- a) No applications received after the stated closing date shall be accepted (except where a formal notice of intention to apply has been received, or the application is post-marked before the official close of application time) before the closing date.
- b) All applications shall be considered by the appropriate committee in terms of the Job Description/person specification (and any statutory or Award requirements) and the committee will determine the order of merit having weighed up the relative skills, qualifications, training and other attributes of the applicants.
- c) For all teaching positions of 2 Management Units and above and for supervisory support positions, the applicants at the top of the order of merit may be invited to attend an interview. The number of short-listed candidates is discretionary.
- d) Shortlisted candidates should be contacted by phone to arrange a mutually suitable time and to have the interview process explained. Candidates are welcome to bring a member of their whanau or another support person to the interview at their own expense.

## **6. Staff Consultation**

- a) For the appointment of senior administration positions all staff will be consulted in the drawing up of person specifications for that position.
- b) For the appointment of Head of Department positions, staff in that Department will be consulted in the drawing up of person specifications for that position.

## **7. Interviews**

- a) All interviews must be conducted in such a way that all applicants receive the same treatment, get a fair hearing and that E E O principles are adhered to.
- b) Applicants are to be invited to bring support to the interview should they chose to do so. This may take the form of whanau (family) supporters attending the interview, for example.
- c) Loaded, discriminatory and irrelevant questions will not be asked. All questions must be in terms of the Job Description, person specification, written application and referees statements in the first instance and where appropriate refer to teaching and learning.
- d) Applicants will also be given the opportunity to ask questions and/or make a statement.
- e) Any special conditions applying to the position will be clearly spelled out at the interview and applicants will be asked to respond to these.
- f) If any of the interview team is unhappy about the process during an interview s/he will ask the applicant to leave the room and will discuss the issue at that point.
- g) At the end of the interview applicants will be informed of how and when they will be told the result of the interview.

## **8. Appointment Guidelines**

- a) While the Principal is responsible for the final decision to appoint (for all positions below Principal), the committee will recommend, who, in their opinion, is the person best suited to the position, having regard to all criteria.
- b) In making its appointment, the Principal/Board will apply equal employment opportunities principles to ensure that barriers to appointment are removed and to enable affirmative action to be taken.
- c) All interviewed candidates should be contacted by phone. The first choice should be offered the job and should she/he accept, the

rest should then be told they were unsuccessful and who the successful applicant was. This should be followed by a written confirmation from the appointee.

- d) All appointments are subject to an acceptable police vetting report.
- f) The successful applicant will be written to confirming the acceptance of the job offer, for staff whose salary is not automatically determined by the Collective Agreement provisions the offered salary should be stated (along with any other specific conditions of appointment), and the starting date. This is the appointment letter.
- g) Conditions of employment shall be determined by agreement with the successful applicant where appropriate (eg CEA or IEA). If there is a current Collective Agreement these terms and conditions should be offered as required by the ERA.
- h) If there is no suitable applicant, the position shall be readvertised.
- i) The Board of Trustees Chairperson shall be notified of the appointment as soon as possible.
- j) All shortlisting/interview committee meetings shall be deemed to be "in committee" meetings of a Board of Trustees sub-committee in terms of The Local Bodies Act.
- k) All applicants will have their documentation returned to them after the appointment process is complete.

## **9. Induction**

- a) All new staff members will be welcomed in a culturally appropriate way when significant numbers of new staff enter the school, eg at the beginning of a school year the welcome will be by powhiri or mihi whakatau. This may not always be possible but the school should endeavour to achieve this.
- b) Induction into a new school is essential. All new staff will undergo an induction process. Through this they will gain further understanding of their duties, school systems and school expectations.
- c) A comprehensive in service advice and guidance programme for provisionally registered teachers will be provided. This is an essential part of their ongoing training as teachers.
- d) The responsibility for these programmes lies with the Deputy Principal.

If at some time after appointment, it becomes necessary/desirable to alter the Job Description under which the person was appointed, this must be done in writing by mutual agreement between the Principal (or Board of Trustees) and staff member. Where agreement cannot be reached, a mediator agreed upon by both parties shall be appointed to resolve the matter.