

# Taita College Board of Trustees

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## Staff Appointments Policy

### Rationale

Taita College relies strongly on its staff. Appointing the best available staff will achieve our goals and objectives and provide the highest quality education for our students.

### Purpose

1. To appoint the person best suited to the position.
2. To ensure a robust, fair, transparent and confidential process is used in appointments which complies with all employment related legislation and collective agreements.
3. To ensure an appropriate selection panel makes each appointment.
4. To ensure appropriate employment related documentation is prepared and maintained.

### Delegations

1. The Board will be responsible for the appointment of the Principal.
2. The Board will have a parent-elected representative or nominee on the appointment panel for senior management positions and may be invited to be part of other appointments.
3. The Principal is able to appoint to teaching positions that are within staffing entitlement, or have Board approval and are within budget.
4. The Principal will be responsible for the appointment of all other staff including support staff and fixed-term positions.

### Guidelines

1. All full-time, permanent teacher vacancies and all appointments will be notified to the Board.
2. All positions will be offered in line with the provisions of relevant collective agreements.
3. It is expected that the appointment panel for teachers will include at least two senior staff members.

4. Position descriptions and/or schedule of duties, as well as person specifications will be available for every position.
5. Appointment criteria will be developed for each position. A record will be kept and retained of the process used to make the appointment, including notes from interviews.
6. All staff will provide documented proof of identity. All staff will be police vetted.

## Documentation

The following documentation must be kept within the employee's confidential personnel file. The employee must be provided with a copy of the documents in bold:

**Letter of appointment**

**Signed contract**

**Job description**

The New Appointment Form for Teaching Staff (NOVO1T) or the New Appointment Form for non-Teaching Staff (NOVO1NT)

NZEI personnel file coversheet for teacher aides

Evidence of identity

Evidence of current police vetting

Evidence of current registration (teachers)

Copy of successful applicant's curriculum vitae

In addition, the board expects the following documentation to be prepared, regularly reviewed and to guide the school's appointments practice. These documents will be available to the board on request.

- appointments procedures including procedures for advertising, information to be sent to applicants, outline of the appointments process, shortlisting criteria, interview questions, reference check process etc
- police vetting procedures.

Approved

January 2018



Commissioner