



TAUWHARE SCHOOL



Appointments Procedure

Rationale :

All staff appointments will be made in accordance with relevant legislation, school policy and procedure. Positions will be offered to 'the best person for the job'.

Purpose :

To provide clear guidelines and procedure for staff appointments.

To ensure legislation and school policy are recognised and complied with.

To confirm that the B.O.T. recognises the current Primary Teachers' Collective Employment Contract .

Guidelines :

1. All appointment advertising, interviewing selection and associated procedures will comply with the Tauwhare School E.E.O. policy and relevant legislation on employment and privacy.
2. The B.O.T. appointments sub-committee and/or Principal, as appropriate, shall determine the timing of advertising, short listing, interview, reference check, selection and approval for appointment. Job descriptions and person specifications shall be prepared / reviewed prior to advertising.
3. A job description, application form and other relevant information will be made available to prospective applicants.
4. All applications will be acknowledged on receipt, and applicants informed of the outcome as soon as the appointment has been made. All applications are made, and all information concerning the applicants, will be kept in confidence.
5. Appointments will be reported and recommended for approval to a full B.O.T. meeting.
6. The successful applicant will be given 24 hours to accept or decline the position. If in the event that this position is declined then the 2nd ranked applicant will be offered the position.
7. Candidates invited for interview will be reimbursed travel expenses on a fair and reasonable basis as agreed and negotiated when interview notification is given.
8. Once all applicants have been advised, the community will be informed of the appointment.

Specific :

Relief Teachers (daily or longterm)

All appointments are by the Principal as and when required, and minuted at the next B.O.T. meeting.

Fixed Term or Part-time teaching Staff and Non-Teaching Staff

1. Vacant positions may be advertised locally by the Principal.
2. The Principal may seek the assistance of teaching staff and/or B.O.T. members in the appointment process.

Permanent Teaching Staff and Senior Staff

From time to time Part time teachers and relieving teachers will be employed solely at the Principal's discretion.

1. APPOINTMENTS OF PRINCIPAL

The Board of Trustees will appoint an educational consultant as an advisor for the appointment of a new Principal. The out-going Principal should take no part in the appointment process.

An application period will be decided upon, usually no less than two weeks and no more than four weeks from the final advertisement of the vacancy. Closure date of the vacancy will be advertised with the job details.

The position will be advertised in the Education Gazette if it of a year's duration or more. Relieving positions of shorter duration must be advertised locally.

2. DEPUTY PRINCIPAL

- The Principal will place advertisements nationally (*Education Gazette*)
- The appointment sub-committee will shortlist applicants
- All applications will be sent to the school office
- All shortlisted candidates will be offered an interview
- All non-shortlisted candidates will be contacted in writing and CV's returned
- The successful candidate will be contacted and given the option of the job. There will be a three day acceptance period.
- Upon acceptance, all non-successful shortlisted applicants will be contacted and VC's returned.
- A written notice of appointment will be sent to and returned signed by the successful applicant.
- Notification of the formal appointment will be made at the next BOT meeting.

3. SCALE A and SPECIALIST STAFF

(All applicants must be New Zealand registered)

- The Principal will place advertisements nationally. (*Education Gazette*)
- The appointment sub-committee will shortlist applicants.
- All applications will be sent to the school office.
- All shortlisted candidates will be offered an interview.
- All non-shortlisted candidates will be contacted in writing and CV's returned.
- The successful candidate will be contacted and given the option of the job. There will be a five day acceptance period.
- Upon acceptance by successful candidate, all non-successful applicants will be contacted and CV's returned.
- A written notice of appointment will be sent to and returned signed by the successful applicant.
- Notification of the appointment will be made at the next BOT meeting.

4. BEGINNING TEACHERS (YEAR 1)

The school and BOT recognises its responsibility to develop professional guidance programmes for all provisionally registered teachers. For first Year Beginning Teachers this will include 0.2 advice and guidance programme. First Year Beginning Teachers must be Provisionally Registered with the Teacher's Council PRIOR to being employed.

1. All candidates not short-listed will receive a letter stating that their application was unsuccessful. All CV's will be returned.
 2. The interview panel will draw up a schedule of questions to be used in conjunction with the Interview Guide.
 3. Thirty minutes will be allowed for each interview. The following interview process will occur:
 - a) One of the panel will spend approximately 5 – 10 minutes with each applicant showing them around the school.
 - b) Approximately 15 – 20 minutes will be spent in the interview.
 - c) After the applicant has left the interview, the remaining time will be spent by the panel comparing notes, reaching a consensus for the position.
- NB The time set down for this may vary depending on conditions.
4. Once the interviews have finished the sub-committee will fill out the "Recommendation for Appointment" form.
 5. The appointments sub-committee will take their recommendations to a full Board of Trustees meeting to make a provisional appointment.
 6. The Chairperson or principal will notify the successful applicant as soon as possible by telephone.
 7. The successful applicant will have twenty four hours in which to accept the position.
 8. After acceptance, a letter of confirmation will be sent to the successful applicant who will return a confirmation letter in writing.
 9. If the successful applicant does not accept the position, a full Board of Trustees meeting will decide whether the applicant deemed by the Appointments Committee to be second in terms of suitability, will be appointed or whether to re-advertise the position.
 10. The payroll service centre must be notified of the successful applicant. They need to know: name, address, IRD number, pay scale etc.

APPOINTMENTS PROCEDURE – Teachers/Support Staff

This procedure will be divided into sections:

1. Principal
2. Deputy principal
3. Senior Teachers. Scale A. Specialist Staff
4. Year 1 Teachers
5. Part Time Teachers/Long Term Relievers
6. Support Staff
7. Principal Release Teacher
8. Reading Recovery Teacher

An appointments sub-committee will be appointed for each appointment. It will be responsible for short listing and interviewing candidates. Other persons may be invited on to this sub-committee.

1. Vacant position will be advertised in the Education Gazette.
2. The Principal will be assisted by the BOT Appointment Sub-committee, comprising of 1 BOT member and any staff member appointed by the Principal.

Principal

1. The BOT shall agree appropriate advertising and appointment timing, and appointee profile.
2. The Principal will have the final say in the appointment of all staff.
3. The appointment committee shall be responsible for completing the appointment procedure and making report and recommendation to the full Board. In following these procedures they may seek the advice and involvement of external expertise as required.

APPOINTMENTS PROCEDURE

1. Once a vacancy is established within the school a sub-committee of the Board will meet to discuss:-
 - a. A time table to be drawn up with key dates for:
 - closing date for Education Gazette notice
 - closing date for applications
 - shortlisting meeting
 - interviews
 - notification of successful applicant
 - notification of unsuccessful applicants
 - b. Critical factors – see “Guidelines for Selection” sheet.
 - c. The wording for the job vacancy to be placed in the Education Gazette.
 - d. The package to be mailed out to prospective applicant will include:-
 - job description
 - description of the school and its community
 - the school’s Mission Statement
 - referees forms (2)
 - application forms
 - covering letter
 - e. Letter to acknowledge receipts of the application forms.
2. Applicants have up to three weeks to apply for the vacancy.
3. As each application is received, a standard letter is returned immediately acknowledging receipt of the application and information and informing the applicant that contact will be made in due course.
4. Once applications have closed the committee will meet to shortlist the candidates to between three and five using the “selection sheet”. Referee’s statements that have been received will be studied.
5. The Board Chairperson or Principal, in the case of appointing Scale A teachers will notify the applicants of their shortlisting and of the date and venue of their interview.

6. All candidates not short-listed will receive a letter stating that their application was unsuccessful. All CV's will be returned.
7. The interview panel will draw up a schedule of questions to be used in conjunction with the Interview Guide.
8. Thirty minutes will be allowed for each interview. The following interview process will occur :
 - a. One of the panel will spend approximately 5-10 minutes with each applicant showing them around the school.
 - b. Approximately 15-20 minutes will be spent in the interview
 - c. After the applicant has left the interview, the remaining time will be spent by the panel comparing notes, reaching a consensus on the applicants' strengths, limitations and suitability for the position.

NB: The times set down for this may vary depending on conditions.

9. Once the interviews have finished the sub-committee will fill out the "Recommendation for Appointment" form.
10. The appointments sub-committee will take their recommendations to a full Board of Trustees meeting to make a provisional appointment.
11. The Chairperson or Principal will notify the successful applicant as soon as possible by telephone.
12. The successful applicant will have twenty four hours in which to accept the position.
13. After acceptance, a letter of confirmation will be sent to the successful applicant who will return a confirmation letter in writing.
14. If the successful applicant does not accept the position, a full Board of Trustees meeting will decide whether the applicant deemed by the Appointments Committee to be second in terms of suitability, will be appointed or whether to re-advertise the position.
15. The payroll service centre must to be notified of the successful applicant. They need to know: name, address IRD number, pay scale etc.