



Whakatane Intermediate School Board of Trustees **Staff Appointments & Unit Allocations Policy**

Purpose

To staff the school according to its needs, to select the most suitable people available, and through fair and consistent appointment procedures.

Objectives

- 1 The School's teaching, curriculum, pastoral and administrative needs and staffing entitlements are identified before advertising a position.
- 2 Appointment procedures and decisions are conducted in ways consistent with the School's EEO policy.
- 3 The board, after consultation with staff and community, takes full responsibility for the appointment of principal.

For all other permanent and long term non-permanent positions, the Staffing Sub-committee, as delegated by the Board, recommends all appointments subject to confirmation by the Board.

- 4 The following procedures are followed when making appointments:
 - A Person Specification and Job Description are prepared to establish the criteria for appointment to any vacant position. Successful applications for permanent teaching positions have provisional or full registration as a teacher.
 - A timetable is drawn up for working through any appointment process.
 - Vacancies for permanent positions are advertised nationally, and all long-term non-permanent positions are advertised.
 - A job information pack is prepared for each advertised vacancy. The information pack includes application form, job description, person specification, school charter and any other relevant information.
 - Receipt of all applications is acknowledged, and all applicant information is treated as totally confidential to the Staffing Sub-Committee and the Board.
 - The Human Resources Sub-committee exercises right to make such confidential enquiries as to the suitability of each applicant as it sees fit, in accordance with Privacy Act provisions.
 - Applicants are short-listed against the appointment criteria. Confidential referees reports are requested for these applicants. Interviews are held at the discretion of the sub-committee. The preferred applicant is determined by consensus or majority decision.
 - The preferred applicant is recommended by the appointments committee to the Board of Trustees.
 - The staffing sub-committee convenor advises the successful applicant as soon as possible after the Board has reached its decision.
 - The successful applicant is given five working days, following verbal notification, to indicate in writing their acceptance or non-acceptance. Written confirmation of the appointment is then forwarded to the appointee on receipt of this advice.
 - In the case of non-acceptance, the convenor immediately notifies the next ranked applicant on the list.
 - All unsuccessful applicants are advised in writing of non-appointment, as soon as acceptance has been received by the Board.
 - In the case of non-suitability of all applicants, the position is re-advertised.
 - The community is advised of the Board's decision.
 - Upon an appointment being made, the convenor is responsible for collecting and destroying all information from applicants and referees, and any other confidential material that the appointments committee deems necessary.
 - All persons involved in an appointment declare prior knowledge of any applicant, and the Human Resources Sub-Committee shall decide whether such knowledge disqualifies the person from further involvement.
 - A retiring, resigning or acting principal is not involved in the appointment of a new principal.

RELIEF STAFF

1. The principal is responsible for recruiting, selecting and appointing short term relief staff (that is, non-permanent positions for less than one year). All such appointments are reported to the monthly meeting of the Board.
2. In the event that a suitable relief teacher is not available or budgeted funds for relievers are exhausted, the principal will make internal arrangements for teaching programmes which may include the principal's involvement in teaching.

