



WHANGANUI HIGH SCHOOL POLICY

APPOINTMENT OF STAFF POLICY

Policy No: 3.2
(NAG 3)

INTRODUCTION	1	With reference to the clearly identified needs of the School, staff appointed to any position at Whanganui High School should be the best available in terms of their qualifications and personal and professional qualities.
PURPOSE	1 2 3 4 5	<p>To ensure staffing needs are clearly identified.</p> <p>To ensure student learning needs are the focus for all teaching appointments.</p> <p>To ensure priorities relating to staffing needs are clearly identified.</p> <p>To ensure positions are appropriately broadcast.</p> <p>To ensure a clear, fair and open procedure is followed in making appointments.</p>
GUIDELINES	1 2 3 4 5 6 7	<p>Staffing needs will be identified by the Principal or person delegated that purpose by the Principal.</p> <p>Where there needs to be an Appointments Committee of the Board of Trustees formed, (ie for Senior Leadership Team positions) the Principal will advise the Board prior to advertising the position.</p> <p>All appointments must follow the attached procedure, and take account of the following as appropriate.</p> <ul style="list-style-type: none"> a) Equal Employment Opportunity requirements. b) Good Employer expectations/requirements. c) The Secondary Teachers' Collective Employment Agreement. d) The Employment Relations Act. e) Support Staff in Schools Collective Employment Agreement. f) The Privacy Act. g) The Human Rights Act. <p>A clear pathway must be in evidence. This involves:</p> <ul style="list-style-type: none"> a) Establishment that a position exists. b) The advertising of that position as is appropriate and/or required. c) An appointment in a manner which is appropriate and/or required. <p>Having undertaken that –</p> <ul style="list-style-type: none"> a) The Board has delegated the appointments process to the Principal and the responsibility for the appointment of all teaching staff, all fixed-term Management Unit (MU) holders, MU positions up to Senior Leadership positions, and all support staff and non-teaching staff. b) The Board will establish procedure for the appointment of the Principal as the situation arises. c) The Appointments Committee will act on behalf of the Board in the appointment of all Senior Leadership positions. d) An Appointments Committee will consist of the Principal and at least two Board members. e) The full Board will be responsible for the appointment of the Principal. The Board may delegate this task to a committee who will make recommendations to the Board of Trustees. <p>'Relief' staff will be appointed in accordance with the School's procedures and bearing in mind the requirements to employ only suitably qualified persons or those who have a current teacher registration or a limited authority to teach, where possible.</p> <p><u>Fixed Term Management Positions</u> Will be identified by the Principal having considered the views of staff or their representative(s).</p>

	8	<p>Documents showing that suitable human resource management practices are implemented; selection and appointment procedures showing that the following points have been completed (as per section 77A of the State Sector Act – Good Practice; MoE Guidelines), and signed off on a checklist form, for every employee, and kept on their personal file. [Appendix I].</p> <ul style="list-style-type: none"> a) The appointment panel has the proper delegation from the Board; b) Applicants are registered for teaching positions; and c) For all non-teaching positions, a Police Vet has been carried out; d) The background of an applicant’s character, competence, qualifications and experience is carefully checked; e) Original or certified documents are properly sighted; and f) Certified documents are authenticated by persons authorised to do so; g) The job/role descriptions; h) Induction procedures into the School; i) A system of regular appraisal; and j) Provision for professional development. <p>In all the above, reference should be made to the School’s Equal Employment Opportunity Policy and Guidelines.</p>
EVALUATION	1	The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School’s quality management cycle.
CONCLUSION		The Whanganui High School community is conscious of the need to ensure staff selected are of the highest available calibre so as to help ensure a quality education for its students.

Approved by the Board
Signed Chairperson:

Date:

2/11/18

Signed Principal:

Date:

2/11/18

EMPLOYEE APPOINTMENT CHECKLIST FORM

*The following is in accordance with section 77A State Sector Act;
Good practice; MoE Guidelines*

NAME: _____

POSITION: _____

<i>Please tick ✓ all questions including bullet points or write N/A if not applicable.</i>		Yes	No
for a TEACHING POSITION (Principal or Deputy Principal (NAG 3) to sight/sign-off)			
1	Certified copy of current Teacher Practising Certificate		
2	Certified copy of qualifications		
3	Teaching experience/character/competence check		
4	Official referee form requested/received/sighted		
5	If relevant, copy of Work Permits and Immigration documents.		
6	Two forms of identification, e.g. passport, licence etc.		

<i>Please tick ✓ all questions including bullet points or write N/A if not applicable.</i>		Yes	No
for a NON-TEACHING POSITION (Principal or Deputy Principal (NAG 3) to sight/sign-off)			
1	Police Vetting Form		
2	Certified copy of qualifications		
3	Relevant job experience/character/competence check		
4	Official referee form requested/received/sighted		
5	If relevant, copy of Work Permits and Immigration documents.		
6	Two forms of identification, e.g. passport, licence etc.		

All documentation to be filed on employee's personal file.

Note: All employees should:

- 1) be given a role/job description, either in a letter of offer, or as a separate Job Description document.
- 2) have induction procedures into the School arranged.
- 3) be advised of the School's appraisal system and opportunities provided around professional development.