

CENTRAL SCHOOL



Te Kura Waenga O Ngāmotu

NAG 3 - STAFF APPOINTMENTS POLICY

PURPOSE

Central School aims to make the best possible appointments for teaching and non-teaching positions for the effective management of the school and to provide the best educational outcomes for our children.

POLICY

Central School will:

1. Ensure appropriately qualified teaching and non-teaching staff are appointed to deliver the curriculum effectively and to support the charter, the overall operation and the culture of the school.
2. Follow a fair and impartial appointment process and abide by the terms and requirements of relevant legislation and personnel/industrial policies set by Government from time to time.
3. Ensure all teachers employed have a current practicing certificate from EDUCANZ.

GUIDELINES

Permanent Staff

1. Permanent positions will be advertised in a manner consistent with the School's applicable Collective Employment Agreements. Permanent teaching positions shall be advertised nationally.
2. The Board shall:
 - (a) be responsible for providing a job description, personal profile, needs analysis and advertisement wording for the position of Principal, and
 - (b) appoint a Principal Advisor (a person with experience in assisting Boards with similar appointments) to support the Board through the recruitment process.

3. For all other appointments, the Principal shall be responsible for providing a job description, personal profile, needs analysis and advertisement wording appropriate for the position.
4. For all permanent positions other than the Principal's position, an appointments committee shall be formed consisting of:
 - (a) **For teaching staff:** the Principal, one member of the senior management team as selected by the Principal, the Board Chairperson or their nominee and up to two (2) other Board members. The quorum shall be four (4) members. The quorum must include the Principal. Each member of the appointments committee shall have one vote and a 75% majority vote shall be required for recommendation as a suitable candidate.
 - (b) **For non-teaching staff:** the Principal and two or more persons nominated by the Principal (one of whom must be a Board member). The quorum shall be three (3) members (one of whom shall be the Principal and one shall be a Board member). Each member of the appointments committee shall have one vote and a 2/3rds majority vote shall be required for recommendation as a suitable candidate.
5. The appointments committee shall select the suitable candidate for the position and recommend the candidate to the Board for appointment.
6. Irrespective of clauses 4 (a) and 4 (b), the Principal shall have the right of veto on all teaching and non-teaching appointees (other than an appointee for the position of Principal).
7. All staff shall be approved in Board minutes to be formally employed by the Board.
8. Remuneration will be in accordance with Collective Employment Agreement provisions and Ministry of Education criteria.
9. New staff will undergo appropriate induction.

Fixed term/temporary staff

10. All fixed term and temporary staff appointments will be made by the Principal.