

# Appointments Policy

## Outcome Statement

The most suitably qualified persons who are best suited to the position are appointed through a fair and sound appointments process that meets the legislative requirements of a good employer.

## Scoping

To assist in the appointment of quality staff to any vacancy that may arise, appointment committees with expertise relevant to the vacancy will be selected to carry out the appropriate appointment procedures. In accordance with the regulatory requirements for safety checking under the Children's Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with St Thomas's School procedures on safety checking, Police vetting and screening.

## Delegations

The Board of Trustees delegates authority to determine the composition of the various appointment committees according to the schedule outlined below. Appointment of the Principal is the responsibility of the Board of Trustees, which will determine the process and seek NZSTA advice.

## Expectations and limitations

The Principal must ensure that:

- Appointment of Deputy Principals will involve an appointment committee consisting of the Principal, a presiding Board of Trustees member and, at the discretion of the Board of Trustees, a further member of the Board of Trustees.
- Unless determined otherwise by the Board of Trustees, appointment of all other teachers, permanent and fixed-term, full-time and part-time, long-term relieving teachers and non-teaching staff will be the responsibility of the Principal.
- Procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, Police vetting and screening of all staff.
- All safety checking is completed for all teaching and non-teaching staff prior to commencing employment, and
- Safety checking documentation is kept on the new employees personal file in line with privacy and storage protocols.
- Any person applying for a teaching position holds a current practicing certificate from the Teaching Council.

In the case of Community of Learning I Kāhui Ako membership:

- Staff seeking the Communities of Learning I Kāhui Ako leadership role or the Teacher Across Schools' role must seek and receive consent from their employing Board of Trustees before applying for the role.

\* For any position that is fixed term there must be a genuine reason based on reasonable grounds for it being of a fixed term nature. Refer to s 66 of the Employment Relations Act 2000 and the Court's interpretation thereof.

**Ratified by Board**

Signed 

Date 28/11/2024