



Richmond Road School

Appointment Procedures

Appointment Procedure Richmond Road School is an **equal opportunities** employer. We appoint appropriately trained and qualified staff to all teaching and non-teaching positions, and strive to find the best person for each position. We recognise the importance of **Tikanga Māori**.

Our appointment process meets the requirements of the Children's Act 2014.

The board delegates the recruitment and appointment process to the principal and senior management but may also be represented on the appointment committee. Support from appropriate cultural BoT members for senior appointments. The principal reports to the board on staff appointments and, as part of the self-review process, annually reports to the board that the appointment procedure and the appointment committee delegations accurately reflect practice.

Responsibility

The Principal and senior kind Management

Action

1. Determine whether a vacancy exists, and what of vacancy exists, and what kind of vacancy it is. If the appointment is for a new principal, the board review the job description and person specification for the role, which may include surveying the views of the school, staff and the community.

2. Prepare an application package

3. Advertise the position

Advertise all permanent full time and permanent part-time positions of at least one year's duration in the Education Gazette or other national publication.

Advertising long-term relieving (more than one term) positions internally, or in the education gazette or other local publication, as required.

Transparency and fairness of process are important principles for any appointment, especially those involving related party transactions. Form an appointment committee delegations. based on agreed delegations.

All appointment committee meetings are deemed to be "public excluded" meetings of a board subcommittee in terms of the Local Government Official Information and Meetings Act.

Applicant

5. Download an application package from the school website , or request one.

6. Apply with the application form provided, before the closing date. Include your CV and any material you wish to support your application.

7. Administration staff receive the applications and acknowledge them with a standard letter or email. Keep them confidential and secure and keep a computer file or database for managing them.

Appointment committee

8. Shortlist applicants - use the New Employee Checklist to ensure all proper checks are undertaken before, during, and after the interview process. If there are no suitable applicants, re-advertise the position.

9. Conduct interviews

10. Complete all reference and background

11. Make an appointment

12. Make sure all the required documentation is completed and filed in the employee's file.

13. Notify unsuccessful interviewed candidates by phone. Send written notification to all candidates, and return their documentation, ensuring all notes and referees' checks have been removed. More appointment procedure information (including templates) can be found on the NZSTA website.

Application Package An application package may include:

- a detailed job description
- a person specification
- an application form
- the school code of conduct
- an EEO Data Collection form . information about employment conditions including tenure, remuneration, and the relevant employment agreement
- information about the school and its community
- information about appointment procedures including how applications are made, and the timeline of the appointment procedure
- information about vetting requirements and an agreement to be vetted, as relevant.

See NZSTA for more information (including templates).

Legislation

- . Children's Act 2014
- State Sector Act 1988
- Education Act 1989
- Employment Relations Act 2000
- Local Government Official Information and Meetings Act 1987
- Privacy Act 1993

Resources

Ministry of Education: Collective Employment Agreements

Most recent Update:: Term 3 2020

Accompanying policies:

Appointment Committee

The appointment committee's responsibilities may include:

- creating a timeframe for advertising and filling the position
- creating the advertisement for the Education Gazette (and local newspapers, depending on the position) compiling the application package
- selecting candidates to interview
- conducting the interviews . undertaking referee and other checks to verify the candidate's qualifications, identity, and suitability to work with students
advising the board of trustees of the preferred candidate for their confirmation
- notifying the successful and unsuccessful applicants within the agreed timeframe
- completing and forwarding a New Appointment form to payroll
- initiating the school's induction process.

When appointing a principal, the board employs the services of an independent advisor to assist with the process where possible. The NZSTA website contains advice that the board considers carefully.

Each member of the appointment committee is expected to consider and declare any conflict of interest that might affect, or be seen to affect, the impartiality of their contribution to the process.

Position

Appointment Committee

Principal

A full board meeting considers and determines the make up of the appointment committee

Senior management position

Principal/Deputy Principal/Rōpū leader

Permanent teaching staff
(including part-time staff)

Principal, Deputy Principal or rōpū leader

Fixed term teaching staff, including
part- time and relieving staff (more than
one term)

Deputy Principal

Fixed term teaching staff, including part-time and relieving staff (up to one term) Deputy Principal

Support staff Deputy Principal

Most recent Update: Term 3 2020

Conduct Interviews

Candidates must be interviewed face to face, in person, or via Skype or similar application. Interviews must be consistent, with each candidate receiving the same treatment and a fair hearing. Interviewers adhere to **EEO principles**.

Each member of the appointment committee is expected to consider and declare any **conflict of interest** that might affect, or be seen to affect, the impartiality of their contribution to the process.

Guidelines for interviewing candidates

- Respect the candidate's confidentiality, for example, by ensuring that the interviews are arranged with plenty of time between them for a candidate to leave before another arrives.
- Ask questions relating to the job description, person specification, written application and referee statements. Avoid loaded, discriminatory and irrelevant questions. You may decide to supply interviewees with questions prior to the interview. Ask the applicant about their decision to leave their current employment, and whether they have ever been the subject of a concern or complaint about the student safety.
- Ask about convictions and possible pending charges.
- Ask about any potential conflicts of interest.
- Give applicants the opportunity to ask questions and/or make a statement or presentation.
- Clarify any special conditions applying to the position, and ask the applicant to respond to these i.e (all staff must have an ongoing commitment to the Treaty of Waitangi - development and ongoing PLD)

- If any member of the appointment committee is unhappy about the process during an interview, ask the applicant to leave the room while the issue is discussed.
- Check the identity of the candidate with their photo ID.

At the end of the interview, inform the applicant how and when they will be told the result of the interview.

Last internal review: Term 3 2020

Eligibility for Appointment of Teaching Staff

Before making a teaching appointment, the board must be sure that the applicant is one of the following:

- fully registered as a teacher
- registered subject to confirmation
- provisionally registered.

See the register on the Teaching Council website. Only if the board is unable to appoint a registered teacher, may they consider employing an applicant with a limited authority to teach (LAT). Any untrained or unqualified applicant for a teaching position must obtain a 'limited authority to teach' from the Teaching Council of Aotearoa New Zealand.

Shortlisting Applicants

The committee decides how many applicants to shortlist and selects them using the criteria listed on the job description and person specification. The committee will decide at this stage to contact referees for top applicants, or to contact referees later in the appointment procedure. See Referee and Background Checks.

Contact each shortlisted applicant to arrange an interview time and explain the interview process. Candidates must be interviewed face to face, in person, or via Skype or similar application.

Negotiate in advance any travel expenses incurred by the candidate. If there are doubts or if the applicants are not of suitable standard, the committee may decide not to offer any of the applicants a position.

Last internal review: Term 3 2020

Make an Appointment

In making an appointment, the committee considers:

- . who is the best person for the position according to all criteria
- EEO principles
- the candidate's eligibility for appointment.

The appointment committee or delegated person completes the referee and background checks. The appointment committee selects a candidate and seeks board approval, if required for the position. No candidate is appointed without being interviewed.

If there are doubts or if the applicants are not of suitable standard, the committee may decide not to appoint any of the applicants and to re-advertise the position.

The appointment committee contacts the successful candidate and provides a written letter of appointment which includes specific details such as the starting date, salary, etc., and requests written acceptance of the job offer.

For fixed-term appointments, the letter of appointment must state the dates of the fixed-term, the reasons for the position being fixed-term, and the way in which the appointment will end.

The principal reports the selection to the board, organises the written employment agreement, and ensures that the required documentation is completed and filed in the employee file.

Last reviewed: Term 3 2020

Referee and Background Checks

The appointment committee may have done some preliminary reference checking as part of the selection process but once a preferred candidate is chosen, and before making an appointment, complete all necessary checks, using the New Employee Checklist as a guide.

Reference checks

- Prepare questions in advance and ask searching questions about capability and performance, any issues from previous employment, and how they will contribute to
- achieving your school's vision.
- Contact named referees. Use the referee check form as a guide.

- Contact any other relevant individual or organisation for information pertinent to the application, as long as the application form shows the applicant's consent to contact persons not listed as referees, will include Teacher's Council
- Verify that you are talking about the same person, e.g. by comparing full name, dates of employment, etc.

Identity check

- Verify the applicant's identity, with photographic proof of identity. Original documents
- should be provided.

Certificates and authorisations

- Sight copies or originals of all documents provided in support of the application,
- including practising certificate (registration) or an authorisation letter from the Teaching Council. Check the Teaching Council online register to see if there are annotations or notes you should know about.
- Sight all copies of immigration documents for overseas teachers.

Police vetting

- The Teaching Council vets teachers as part of the renewal of their practising

Employee File

Ensure that the following are included in the personnel file:

- Letter of appointment (countersigned by the employee)
- IR 330 tax code declaration N
- New employee payroll form
- Curriculum vitae
- Police vet response (for non-teaching staff only)
- New employee checklist
- Any relevant agreements (e.g. code of conduct, digital technology)
- Any other relevant correspondence

The information held in the employee's personnel files is confidential. All documentation for unsuccessful applicants will be put into the secure bin on site. Access to these files should be restricted to the board (as employer), the principal (as chief executive), and any employee tasked with handling the information.

Last Review: Term 3 2020