



Policy – Appointments

Policy to support NAG 3 Personnel

Outcome statement

The appointment of all staff will be conducted using a fair and professional process. This will ensure that the best person is selected for the position advertised, that all legal requirements are met and the best interests of the school are served.

Scoping

A fair and transparent process will be used for the appointment of all staff paid by the school.

Delegations

The Board delegates the appointment of teaching and support staff to the Principal. It is expected that an appointments group from within the Leadership Team will give support to each appointment process. Additional staff may be involved by the Principal as is relevant. The Chairperson may also nominate a trustee to assist.

Expectations and limitations

- It is the responsibility of all Board of Trustee members to be familiar with the appointment procedures and to abide by them.
- All appointments will be made in accordance with relevant employment agreements, current legislation and regulations.
- All permanent teaching positions will be advertised nationally. Long term and fixed term relieving positions will be advertised if required.
- All permanent and long term teaching positions will be filled by New Zealand certificated or provisionally registered teachers. All relieving teachers will be registered with Teaching Council NZ.
- Support staff positions will be advertised locally except where internal appointments of existing staff can be made.
- We have a commitment to child protection by including comprehensive screening procedures as required by the Children's Act 2014. This includes:
 - That all appointments (permanent and fixed term) to positions that have direct or indirect contact with students at our school, will be conditional on a safety check.
 - For teaching staff this will include the vetting process as carried out through the Teaching Council process. Teaching staff will need to provide evidence of their registration status and other documentation evidence including photographic identification eg a current Driver's Licence or Passport. This includes casual relieving staff.
- Support staff will require a Police Vet, obtained by the school, as a condition of employment before employment can commence, and will also need to provide photographic identification.
- It is also expected that safety checks will include verification of qualifications where relevant, personal reference/character check, and a structured interview process which will include an assessment of attitudes towards children and child safety.
- Each new employee shall be given a letter of offer and appointment which sets out the terms and conditions of employment, and is conditional on a satisfactory safety check.
- The appointment process for unit holders is to be followed as outlined in the policy on Unit Allocation.
- Responsibility for the appointment process of Principal is to be undertaken by the Board of Trustees

and/or their appointed consultant.

- The use of operational grant funding for the employment of teaching staff over entitlement level, requires Board approval as part of the budget and school organisation process.
- The Board of Trustees will not consider any requests to cash-up annual holidays under the provisions of the Holidays Act 2003.

Procedures/supporting documentation

Staff appointment process

Police vetting forms

Monitoring

SUE report

Legislative compliance

- Children's Act 2014
- Public Services Act 2020
- Education and Training Act 2020
- Employment Relations Act 2000
- Holidays Act 2023
- Local Government Official Information and Meetings Act 1987
- Privacy Act 2020
- Human Rights Act 1993
- [Relevant Collective Agreements](#)

Reviewed: *May 2025*

Next review: *May 2028*
