

HOKOWHITU SCHOOL APPOINTMENTS POLICY (2022)

PURPOSE

Hokowhitu School Board will ensure that the best applicants are appointed through a fair and rigorous appointment processes.

GUIDELINES

1. All appointments will be conducted in accordance with:
 - a. Relevant employment collective agreements.
 - b. Legislation governing employment processes and employer/employee relationships.
 - c. Hokowhitu School Charter goals and objectives.
 - d. Hokowhitu School's Equal Employment Opportunities Policy.
2. The Board will ensure strict confidentiality of documentation and information related to the Board's appointment process and/or position as an employer.
3. The appointment of the Principal is a full Board responsibility.
4. All teaching positions of a full year or more duration shall be advertised nationally.
5. All permanent teacher appointments are made by an Appointments Committee, appointed by the Board, consisting of the Principal plus one or more Board representatives and/or one or more staff members.
6. All fixed term teacher appointments are made by the Principal and Senior Leadership team, in consultation with the Presiding Member of the Board.
7. Only certificated teachers (or those with provisional certification, or certification subject to confirmation) will be appointed to classroom teaching positions.
 - a. Certificated teachers will be appointed subject to the successful completion of a safety check making use of the Teaching Council of Aotearoa New Zealand's police vetting process for registration.
 - b. In the event that no suitable certificated teacher can be appointed, the Principal and Board may agree to proceed with an application to the Teaching Council for a Limited Authority to Teach.
8. The appointment of non-classroom teaching positions (non-core workers) is delegated to the Principal and Senior Leadership, in consultation with the Presiding Member of the Board.
 - a. All non-core worker appointments are subject to the requirements of the Children's Act.
 - b. No appointment will be confirmed until the safety check and police vetting has been completed to the Principal's satisfaction.
 - c. Continued employment is subject to three yearly police vetting but the Board reserves the right to request a new police vetting process to take place within that period.
9. All appointed staff will receive an induction process, including (for teaching staff) an introduction to the understanding of the Standards for the Teaching Profession in the context of Hokowhitu School.

10. Compliance with the Equal Employment Opportunities Policy will, in accordance with that policy, be reported to the Board annually and/or after each permanent employment appointment is made.

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS

Legislation

- Children’s Act 2014
- Privacy Act 2020
- Public Service Act 2020

Guidelines

- Student Safety in Schools: Recruiting and Managing Staff (ERO)

Employment Agreements

- Primary Principals’ Collective Agreement
- Primary Teachers’ Collective Agreement
- Support Staff in Schools’ Collective Agreement

School Policies, Procedures, and Other Documents

- Charter
- Equal Employment Opportunities Policy
- Teaching Staff Professional Growth Cycle Policy
- Principal Appraisal Policy
- Privacy Policy

Ratification date: 17 May 2022

Review date: Term 3 (August/September) 2025

Presiding Member

Principal