

HOKOWHITU SCHOOL APPOINTMENTS POLICY (2025)

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. The school's goals and objectives as outlined in the strategic plan.
 - d. The 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.
 - a. An ad hoc Appointments Committee can be delegated by the Board to manage the Principal appointment process and recommend an appointment decision to the full Board.
 - b. The Board will appoint an external consultant/advisor to support the Principal appointment process.
4. All teaching positions of a full year or more duration shall be advertised nationally.
5. All permanent teacher appointments are made by an ad hoc Appointments Committee, delegated by the Board, consisting of the Principal, at least one Board parent representative (usually the Personnel portfolio holder), and at least one staff member (usually a member of the senior leadership team).
6. All fixed term teacher appointments are made by the Principal and Senior Leadership team, in consultation with the Presiding Member.
7. Only registered teachers (or those with provisional registration, or registration subject to confirmation) will be appointed to classroom teaching positions.
 - a. Registered 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 registered 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

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

APPROVAL DETAILS

Review frequency: Three yearly
Ratification date: 17 June 2025
Review date: Term 1 (March) 2027

Presiding Member

Principal