

TAURANGA GIRLS' COLLEGE SCHOOL BOARD
OPERATIONAL POLICY 01
Appointments

POLICY 01 APPOINTMENTS

Outcome Statement

The most suitably-qualified person who is best-suited to the position is appointed through a fair and sound appointment process that meets the legislative requirements of being a good employer.

Policy

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 others.

This policy is used in conjunction with the school procedures on safety checking, Police vetting, and screening.

Delegations

The Board 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, which will determine the process and seek NZSBA advice. (See Appendix 5)

Expectations and Limitations

The Principal must ensure that:

1. appointment of deputy principals and senior leaders will involve an appointment committee determined by the Principal.
2. unless determined otherwise by the Board, appointment of all other teachers, permanent and fixed-term, full-time and part-time, long-term relieving and non-teaching staff, will be the responsibility of the Principal in consultation with the Board Presiding Member or delegate, where deemed necessary
3. procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting, and screening of all staff
4. all safety checks are completed for all teaching and non-teaching staff prior to commencing employment, and
5. safety checking documentation is kept on the new employee's personal file in line with privacy and storage protocols
6. any person applying for a teaching position holds a current practice certificate from the Teaching Council
7. 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. Ref to s 66 of the Employment Relations Act 2000 and the

Court's interpretation thereof. Where the Board, Principal, and/or committee of the Board wants to appoint to a position believed to be fixed-term, advice will be sought from NZSBA as to whether the appointment would meet the requirements for a genuine fixed-term, based on reasonable grounds.

Supporting Documentation

- Police vetting procedure
- Safety checklist
- Templates – staff recruitment checklist, application form, shortlisting matrix, interview matrix, reference checking matrix, letter of offer of appointment etc.
- Storage of confidential information procedure/process

Monitoring

The Board requires that all appointments follow the above procedures, especially in the context of asking safety questions of all new employees.

Relevant Legislation

[Collective employment agreements](#)

[Employment Relations Act 2020](#)

[Education and Training Act 2020](#)

[Privacy Act 2020](#)

[Children's Act 2014](#)

[Public Sector Act 2020](#)

[Human Rights Act 1993](#)