

Rangiora High School Board of Trustees



Appointments Policy

Rationale

To assist in the appointment of quality staff to any vacancy which 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 Vulnerable Children 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 other. This policy is used in conjunction with Rangiora High School school procedures on safety checking, police vetting and screening.

Purpose

That the Board and its delegated representatives is committed to ensuring that the best person for the jobs in terms of the overall needs of the School. RHS is an Equal Employment Opportunities (EEO) employer and actively works to recruit from a diverse pool so it is confident of getting the 'best' staff. In the process of the appointment, the Board and its delegates will comply with the legislation, regulations and contractual conditions relevant to the appointment of the highest quality academic and support staff.

Guidelines

1. All teaching positions shall be advertised as outlined in the STCA and comply with Ministry of Education guidelines.
2. All permanent Support Staff positions shall be advertised as advised by NZSTA complying Ministry of Education and NZEI recommendations.
3. The process to appoint a new Principal shall be the responsibility of the whole Board excluding the current Principal. The Board shall seek advice, and work closely, with NZSTA to ensure they follow best practise and in addition shall engage/ consult with an appropriately skilled external expert. The board will consult with key stakeholders and take into consideration the strategic direction of the school to guide their selection process.
4. The process to appoint a new Senior Leader or Executive Officer shall be the responsibility of the Board and shall include the Principal.
5. All other appointments to the School shall be delegated to the Principal who will give due consideration to the following guidelines from the Board. Therefore, the Principal must ensure that:
 - a. S/he consults with Senior Leaders and Faculty Leaders where appropriate.
 - b. Each vacancy in the school will have a job description and person specification.
 - c. All teaching applicants must be registered with the New Zealand Teachers' Council. If the teacher is unregistered, evidence must be supplied to demonstrate that application to the NZTC is being processed.

- d. The school will comply with the following safety checking regulations for all new teaching and nonteaching positions, as required under the Vulnerable Children Act 2014.
 - i. Individuals applying for a position will be required to submit scanned copies of any qualifications, teacher registration certificate, and evidence of right to work in NZ that are required for the position they are applying for.
 - ii. Individuals attending interviews will be required to show originals or certified copies (certified copies must be stamped or endorsed as true copies of the originals by a person authorised by law to take statutory declarations).
 - iii. All appointments are subject to a satisfactory Police vet. However, if the candidate is a teacher who holds a current practicing certificate their Police vet will already have been done.
 - iv. The school will collect and consider a range of information about the individual during the recruitment process, including a work history, three referee checks, an interview of the individual, and third party checks with their appropriate professional registration body or licensing authority (as appropriate).
 - v. Where possible three referees (including the current or immediate prior manager or supervisor) will be gathered, and will be contacted by telephone (or if possible in person). If telephone contact is not possible, questions will be given to a referee to be answered in writing. A referee cannot be related to the candidate or candidate's extended family.
6. If there is no suitable applicant for a particular position then no appointment will be made. (Temporary staffing measures will be provided until the position is re-advertised.)

Related Policies

Child Protection Policy

Equal Employment Opportunities (EEO) Policy

Personnel Policy

Relevant Documentation and Legislation

[Equal Employment Opportunities - NZSTA](#)

[Equal Employment Opportunities in Schools - NZSTA](#)

Equal Pay Act 1972

Human Rights Act 1992

New Zealand Bill of Rights 1990

Rangiora High School Staff Handbook

State Sector Act 1988

Vulnerable Children's Act 2014

Date of Review	2018
Date of Next Review	2020
Signed by the Board Chair	