

# Sawyers Bay School

## Staff Appointments Policy



### Purposes

- 1.1 - To ensure that a fair, reasonable and consistent process is to be applied whenever appointments are made.
- 1.2 - To appoint applicants to positions according to identified criteria and identified school needs
- 1.3 - In any appointment process, to ensure the appointment of the person who is the most suitable and best qualified for the position

### Guidelines

- 2.1 - Procedure for appointing the Principal will involve consultation with the full Board of Trustees. An outside Education Professional will usually be engaged to assist in the appointment process.
- 2.2 - The Principal has delegated authority for the appointment of teaching and ancillary staff. The Principal will usually convene an appointments panel to support the process of teacher appointments. The Principal will always convene an appointments panel to support the appointment of Management Team personnel. Where appropriate an outside education professional may be engaged to assist in the appointment process.
- 2.3 - A Job Description will be prepared for each vacancy. An appointment process and timeline will be developed, including advertising where appropriate. NZEI and NZSTA appointment guidelines may be used to support the process.
- 2.4 - Applications will be received by the Principal. After checking all relevant information, the Principal may short-list for the appointment. For permanent appointments or management positions, short-listing will usually involve all appointments panel members. The appointments panel is delegated the responsibility for deciding whether interviews will be necessary or not.
- 2.5 - All appointments are subject to ratification by the Board at a general or extra-ordinary meeting.
- 2.6 - The Board has a commitment to being an equal opportunities employer. EEO implications will be taken into account in all appointments made.
- 2.7 - All staff will be provided with a contract of employment, which will include reference to performance management and appraisal procedures.
- 2.8 - Written acceptance will be required by the successful applicant.
- 2.9 - In the event of any request for review of non-appointment, the Board Chairperson will convene a review panel.

### Effectiveness Review

1. This policy will be reviewed annually in accordance with the Board's self-review timetable.
2. The review process will include opportunity for involvement by interested parents/caregivers and staff, in addition to Board members.  
Previously developed survey formats may be used as part of this review.
3. Review results will be formally noted in Board meeting minutes, and available to the school community.

Annual Review & Confirmation process completed:

Signed.....  
(Principal/BOT Chairperson)

Date .....