

# Permanent Appointments

## Guidelines and procedures

The best way of meeting the needs of the School's pupils is by the appointment and retention of staff of the highest ability and motivation. It is therefore important that the process of appointment attracts the best possible field of applicants for any position. To encourage a wide response to vacancies, the process of appointment must be seen to be consistent and fair to all applicants.

At West Park School:

- The Board delegates its powers of planning for recruiting and selecting a preferred applicant for permanent teaching and non-teaching positions to a team consisting of a minimum, the principal, a senior staff member and a staff representative. A board representative will be invited to sit on the appointments panel if deemed appropriate. A board representative will be on the appointment panel for all leadership positions within the school. The board retain the right to have representation for any other appointment process if so required. The team is expected to report to the board the reasons for the preferred applicant.
- Appropriate information is sent or made available to prospective applicants.
- Information received from applicants and their referees and gained in the process of appointment is regarded as absolutely confidential to those directly involved in the appointment. All documentation is destroyed after the position has been ratified, unless approved to be retained by the applicant.
- The BoT or Principal advertises vacancies. They decide which publications are best suited for advertising each vacancy.
- All applications are acknowledged on receipt
- The Appointments Panel decides which applicants to interview after going through the shortlist procedures.
- Interviews are carried out by the Appointments Panel unless the Board decides otherwise.
- A professional advisor may be sought by the Board to assist when filling any vacancy. This is considered by the Board when appointing a principal and when a staff member is applying for any advertised position. The extent of the advisor's involvement in the appointment process will be determined by the Board at the same time it considers who to ask to assist it. Normally the advisor will not take any part in the actual selection process.
- Only registered teachers are employed for classroom teaching positions.
- The Appointment Panel has the Board's authority to make an appointment unless the Board specifically withdraws that authority prior to an appointment being made.

- **Appointing a Principal**

- The Board may select a special committee to develop planning, recruitment and selection procedures for the appointment of the Principal.
- The entire Board will be involved in the final appointment decision of the school Principal.
- All shortlisted candidates may bring support persons to the interview. The appointments panel decide whether or not to involve that person or persons in the interview process.
- Verification of the selected appointee's claims are sought in accordance with the Privacy Act. Verification will include: Contacting 3 listed referees and 1 unlisted referee (where consent had been given by an applicant); Contacting the Education Council; Contacting the person's most recent employer, if different from the listed referees and on the condition that that the applicant has given consent for that to occur.
- If appropriate the school will contract and work with a specialist recruiting agency in identifying candidates for shortlisting and interviewing.
- When a decision to appoint is made it is announced as follows:
  - The Chairperson will contact the preferred candidate and wait to receive a written acceptance
  - The Chairperson will inform all applicants of that decision
  - The method by which they shall be informed will depend on the urgency of the appointment
  - The whole Board will be informed at the first Board meeting after the appointment is made, unless the Chairperson has made contact with all members prior to meeting.
  - The Board Chair through the school office will send an email to all staff to inform them of the appointment made.
  - The appointment will be formally minuted at the following BoT meeting.

***Reviewed: NOVEMBER 2020***