

Pembroke School Board of Trustees Policy

Staff Appointments & Unit Allocations

Purpose

To staff the school according to its needs, to select the most suitable people available, and through fair and consistent appointment procedures.

Objectives

- 1 The School's teaching, curriculum, pastoral and administrative needs and staffing entitlements are identified before advertising a position.
- 2 Appointment procedures and decisions are conducted in ways consistent with the School's EEO policy.
- 3 The board, after consultation with staff, takes full responsibility for the appointment of principal. For all other permanent and long term non-permanent positions *of a year or more*, the Staffing Sub-committee, as lead by the principal and delegated by the Board, confirms all appointments that are then minuted by the Board.
- 4 The following procedures are followed when making appointments:
 - A Person Specification and Job Description are prepared to establish the criteria for appointment to any vacant position. Successful applications for permanent teaching positions have provisional or full registration as a teacher.
 - A timetable is drawn up for working through any appointment process.
 - *Vacancies for permanent positions, and all long-term non-permanent positions of a full year or more are advertised nationally.*
 - A job information pack is prepared for each advertised vacancy. The information pack includes application form, job description, person specification, school charter and any other relevant information.
 - Receipt of all applications is acknowledged, and all applicant information is treated as totally confidential to the Staffing Sub-Committee and the Board..
 - Applicants are short-listed against the appointment criteria. Confidential referees reports are requested for these applicants. Interviews are held at the discretion of the sub-committee. The preferred applicant is determined by consensus or majority decision.
 - The preferred applicant is confirmed by the appointments committee and minuted by the Board of Trustees
 - The staffing sub-committee convenor advises the successful applicant as soon as possible after the committee has reached its decision.
 - The successful applicant is given five working days, following verbal notification, to indicate in writing their acceptance or non-acceptance. Written confirmation of the appointment is then forwarded to the appointee on receipt of this advice.
 - In the case of non-acceptance, the convenor immediately notifies the next ranked applicant on the list.
 - All unsuccessful applicants are advised in writing of non-appointment, as soon as acceptance has been received by the Board.
 - In the case of non-suitability of all applicants, the position is re-advertised.
 - The community is advised of the Board's decision.
 - Upon an appointment being made, the convenor is responsible for collecting and destroying all information from applicants and referees, and any other confidential material that the appointments committee deems necessary.
 - All persons involved in an appointment declare prior knowledge of any applicant.
 - A retiring, resigning or acting principal is not involved in the appointment of a new principal.
 - Child safety checks are to be undertaken as per legislation, as listed in Appendix 1 (further information <http://www.education.govt.nz/assets/Documents/School/Running-a-school?VCAPracticalGuide.pdf#page=29>)



RELIEF STAFF / Support Staff

1. The principal is responsible for recruiting, selecting and appointing short term relief staff (that is, non-permanent positions for less than one year). All such appointments are reported to the monthly meeting of the Board.
2. In the event that a suitable relief teacher is not available or budgeted funds for relievers are exhausted, the principal will make internal arrangements for teaching programmes.
3. The Principal and or delegate will select and appoint-support staff as required within internal and external funding arrangements.

BEGINNING TEACHERS

1. Whenever appropriate and possible, a beginning teacher position is made available
2. Beginning teacher positions are varied throughout class levels.
3. The principal is responsible for the induction, training, supervision, guidance and assessment of beginning teachers, and the appointment of suitable Tutor Teachers to support this work.

ALLOCATION OF MANAGEMENT AND RESPONSIBILITY UNITS

1. The allocation of M and R Units is decided according to the assessed needs of the school, and particularly in relation to excellence in the areas of curriculum delivery and school development.
2. Management, in conjunction with an annual review of the school's needs, consults with staff before deciding the allocation of R Units.
3. The Principal and the Board have final responsibility for deciding the distribution of Units.

Effectiveness Self-Review

- 1 This policy will be reviewed in accordance with the board's triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.
- 2 The review will be conducted in the form of a **Board and Staff** survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

September 2022 version adopted



Presiding Member

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Principal

19/09/2022

Date