



POLICY 3.7

Appointments

Ratified at Board Meeting	25 August 2022
Next Review Due	2025

RATIONALE:

The process of appointing staff is to ensure the best possible teaching and non-teaching staff are available to support and enhance the Special Character of the College and maximise student outcomes.

All appointments, including those to Catholic special character (tagged) positions are appointed through a fair and sound appointment's process that meets the legislative requirements of a good employer.

DELEGATIONS:

The board delegates to the principal authority to determine the composition of the various appointments panel according to the guidelines below. Appointment of the principal is the responsibility of the board, which will determine the process and seek NZSTA advice and the proprietor's guidance.

GUIDELINES:

- At each level of appointment, the principal (in consultation with the board) shall convene the appointments panel.
- The appointments panel shall include at least one proprietor's representative present throughout the appointments process if the vacancy is:
 - A new permanent appointment - teaching or non-teaching
 - A new fixed term appointment of longer than 6-months - teaching or non-teaching
- The appointment of Deputy or Assistant principals and Leaders of Learning will involve an appointments committee consisting of at least the principal, a proprietors' representative and the board chair or their delegate(s).
- Any conflict of interest with a proposed member of an appointment panel shall be declared and that panel member replaced, if required.
- All appointments will be made in accordance with the *Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools*.
- Evidence of qualifications, teaching practices, professional development and community contribution are verified, and due diligence undertaken.

- The principal must ensure that College procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff.
- All appointments will include written acceptance of *Expectations of Staff Employed in a Catholic School*.
- Each appointment is to be reported to the board.
- In the case of Community of Learning I Kāhui Ako membership:
 - staff seeking the Communities of Learning I Kāhui Ako lead principal role must seek and receive consent from the board before applying for the role

LEGISLATIVE COMPLIANCE:

[Collective employment agreements](#)

[Employment Relations Act 2000](#)

[Education and Training Act 2020](#)

[Privacy Act 2020](#)

[Children's Act 2014](#)

[Public Service Act 2020](#)

[Human Rights Act 1993](#)

PROCEDURES:

See flowchart for "Appointments Process."