



WAIMEA COLLEGE

Policies and Procedures

Policy: NAG 3 – Appointments

Date Approved: December 2020

Review Date: 2023

Purpose

The purpose of appointing teaching and non-teaching staff is to fulfil the school's mission statement as well as to achieve national and local goals and objectives. The policy will guide the Board of Trustees (BOT) in carrying out its obligations as a good employer.

Guidelines

All appointments to teaching positions will comply with the Education Act 1989 (Section 65) and the Board is aware of requirements under Sections 120, 120A, 120B of the Education Act 1989.

1. The BOT will abide by the "good employer" principle:
 - 1.1. A good employer applies equal employment opportunities principles in the planning for recruitment, selection and appointment of staff.
 - 1.2. A good employer recognises the employment requirements of Maori people, and persons with disabilities. The BOT will operate an affirmative action policy to appoint a person from this group in the event of equal rating.
2. The BOT shall give preference for appointment to the person **best suited** to the position. In deciding the person best suited, the Board will take into account the applicant's experience, qualifications and abilities relevant to the position.
3. The BOT wishes to appoint appropriately trained, qualified and registered teachers.
 - 3.1. If an applicant does not meet the criteria of training, qualification and registration and there are no other suitable applicants, then the BOT may consider appointment to a relieving position. The position may continue to be advertised in the Education Gazette and/or other appropriate media in the future. When a suitable applicant with teaching qualifications is not able to be employed, an unqualified person can be employed upon obtaining a Limited Authority to Teach (LAT).
 - 3.2. After two terms in a relieving capacity and having had regular appraisal by senior staff, an unregistered teacher may be recommended for registration, providing the teaching has met the criteria established by the Education Council of Aotearoa New Zealand. Upon confirmation of registration, the teacher would then be able to apply for the position in the usual way.
4. Appointments will be made by various groups according to the level and nature of the position as itemised below:
 - 4.1. *Principal*
The entire Board will be involved in the recruitment, selection and appointment of the above position.

- 4.2. *Associate Principal, Deputy Principals and the Resource Manager*
The Appointments Committee of the Board of Trustees will be involved in the recruitment, selection and recommendation of the appointments.
 - 4.3. *Senior MU Holders (2MU/3MU or higher)*
Appointment by the Principal after consultation with Senior Leadership Team.
 - 4.4. *Positions of Responsibility (1MU), Assistant Teachers, LTR Positions Greater Than Two Terms, Part Time Staff, Day Relief Staff, Higher Duties Positions*
To be appointed by the Principal after consultation with Senior Leadership Team and/or HOD where applicable.
 - 4.5. *Support Staff*
To be appointed by the Principal upon recommendation by the Resource Manager and/or other members of the Senior Leadership Team.
5. All BOT members and staff will respect the confidentiality of every application to Waimea College and its accompanying referees' reports, written and verbal.
 6. The BOT Appointments Committee will comprise of:
 - a. Principal
 - b. Chairperson
 - c. Up to 4 additional Board members chosen so that all genders are represented
 - d. Other specialist personnel as necessary.

Date Adopted: 3 December 2020

Chairperson:



Waimea College Board of Trustees