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## Appointments Policy

### Rationale

The quality of Kahurangi School relies strongly on its staff. Appointing the right staff will achieve our Charter goals and objectives and provide the best possible education for our students.

### Purpose

1. To appoint the person best suited to the position.
2. To ensure a fair, transparent and confidential process is used in appointments which complies with all employment related legislation and collective agreements.
3. To ensure an appropriate selection panel makes each appointment.
4. To ensure appropriate employment related documentation is prepared.

### Guidelines

1. All teacher vacancies are notified to the Board.
2. In determining whether positions are fixed-term or permanent the Principal will follow the guidance provided by the relevant collective agreement. All fixed term positions will be formally reviewed at or before expiry.
3. The Board will be responsible for the appointment of the Principal.
4. The Board will have a representative or nominee on the appointment panel for leadership positions.
5. The Principal will be responsible for the appointment of all other staff including support staff and fixed-term positions.
6. It is expected that the appointment panel for teachers will include at least two senior staff members. The Board reserves the right to have a representative or nominee on the appointment panel for teachers.
7. The Principal is able to appoint to positions that are within staffing entitlement, or have Board approval and are within budget.
8. Position descriptions and person specifications will be available to all applicants.
9. Appointment criteria will be developed for each position. A record will be kept and retained of the process used to make the appointment, including notes from interviews.

## Documentation

The following documents must be kept in the employee's confidential file. The employee must be provided with a copy of the documents in bold:

Letter of appointment countersigned by the appointee  
Job description  
The New Appointment Form for teaching staff (Novo1T) or the  
New Appointment Form for non-teaching staff (Novo1NT)  
Evidence of current registration (teachers)  
Evidence of current police vetting  
Copy of successful applicant's curriculum vitae

In addition, the board expects the following documentation to be prepared, regularly reviewed and to guide the school's appointments practice. These documents will be available to the board on request.

- Appointments procedures including procedures for advertising, a list of information to be sent to applicants, outline of the appointments process, shortlisting criteria, interview questions, reference check process etc.

Date approved by the Board

4 April 2018



Cathryn Curran-Tietjens  
Board Chairperson