




APPOINTMENTS POLICY 2021

Signed By:	James Herbert  _____ Waikato Waldorf School Board, Presiding Member
Date Ratified:	Term 4 October 2021
Next Review Date:	Term 4 October 2024
Review Cycle:	Every three years (maximum)

Rationale

To appoint staff on merit and to ensure that those selected are the most suitable in terms of meeting our school's needs and character. Waikato Waldorf School approach to personnel management is in line with its vision and responsibility to comply with the Education Act 1989, the National Administration Guideline (NAG) 3 and the Public Service Act 2020



Policy

1.) For all permanent positions, excluding the Principal.

a. Identifying the Vacancy

Discussions take place with staff and/or the Board of Trustees to identify the particular needs of the vacant position.

These may include:

- Class level – For current and future years.
- Specific needs of the school (e.g. curriculum and professional or administrative skills).
- Consider Ka Hikitia and Pasifika Education plan

b. Teacher Registration

By law any person employed in a teaching position must hold either a current Practising Certificate or have authorisation from the Teachers Council.

c. Advertising

Each vacancy may be advertised – containing only factual information. Specific job requirements and other desirable factors will be stated.

d. Closing Date for Advertised Positions

A position is advertised for at least 10 days before applications close. Late applications are considered only if evidence is provided showing the lateness was beyond the control of the applicant.

e. Application Forms

Application forms appropriate for each vacancy are used.
School Trustees Association form should be used as a guide.

f. Confidentiality

Information provided by applicants, either on the application form or at a later stage is private and confidential and may only be shared by those involved in the appointments. This applies also to any information that may be provided by referees unless they agree that this should be provided for the applicant. Ensure that any forms include a section on Waikato Waldorf School making contact with any relevant person or organisation, the Teachers Council, or security checks/vets, as part of the process, whilst still complying with privacy laws.

g. Safekeeping of Documents

All written material supplied by non-successful candidates is destroyed. A copy of information supplied by the successful applicant only is retained.

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All information is kept in a secure place. Data collected by the appointments committee during the decision-making process is destroyed.

h. Communications with Applicants

Applicants will receive:

- Confirmation that their application has been received if this is practicable.
- Notification of appointment. This is done as soon as practicable
- Refusal of application if late.
- Notice of non appointment.
- Details of any interviews. This includes; letter advising date, place and time which would normally follow telephone conversation, membership of interview committee and any other relevant information.

i. Appointments Committee (who will have authority to appoint)

Membership of the committee is normally composed of:

- The Principal.
- The School Board Presiding Member or nominee.
- A member of the Proprietors Trust
- Appropriate staff representation according to vacancy. The Principal and School Board Presiding Member in liaison with the Staff Trustee decide representation taking into account potential applicants from the staff and other potential conflicts of interest.
- An external consultant may be included as a non-voting member of the committee.

2.) For all fixed term positions.

The above provisions **a - h** apply with the clause below regarding the composition of the Appointments Committee

Note – advertising and closing date provisions may be adjusted by the appointment committee to expedite an appointment

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- The Principal is required to keep the full School Board informed (by email) throughout the proceedings and the Principal is to report to the Board at their next scheduled meeting on the appointment and process.

3.) For the appointment of a Principal

The above provisions **a - h** apply with the clause below regarding the composition of the Appointments Committee

- i. Appointments Committee (who will have authority to appoint)
 Membership of the committee is normally composed of:
 - a. The School Board (excluding the outgoing Principal and any trustee who may be an applicant)
 - b. A member of the Proprietors Trust
 - c. The Board may choose to co-opt a person to the appointment committee under Section 66 of the Education Act
 - d. An external consultant may be included as a non-voting member of the committee.

Appointments Policy Delegation Procedure

As the employer the whole School Board has final decision on any staffing appointment, however the usual delegations are below with the leader of the process underlined

Position	Authority to appoint	Notes
Principal	<u>Board</u> , excluding current Principal	<ul style="list-style-type: none"> • Consider involving a consultant • Use STA Principal appointment handbook
Senior Leadership Position e.g. D.P. / A.P.	<u>Principal</u> , <u>Board</u> , PT, Senior Leadership	<ul style="list-style-type: none"> • Advertise in Education Gazette • Canvas needs within school before advertising
Leadership position	<u>Principal</u> , Board, PT, Senior Manager	<ul style="list-style-type: none"> • Advertise in Education Gazette • Canvas needs within school before advertising

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Permanent teaching position	<u>Principal</u> , Board, PT, Senior Manager	<ul style="list-style-type: none"> ● Advertise in Education gazette ● Canvas needs first
Fixed term teaching positions	<u>Principal</u> , Board or Senior Manager	<ul style="list-style-type: none"> ● Advertise in Education Gazette if required ● Short term appointments less than a year do not need to be advertised
Teacher Aides	<u>Principal</u> , Board, may include Senior Manager	<ul style="list-style-type: none"> ● Advertise in local paper or Seek if necessary
Ancillary Staff	<u>Principal</u> , Board, may include Senior Managers and may be delegated to Senior Managers with Principal having final sign off	<ul style="list-style-type: none"> ● Advertise in local paper or Seek if necessary

References

References should be followed up before any job is offered using the NZSTA reference checking matrix.

Action	Who
Sight copies or originals of all documents provided in support of an application, including practicing certificate (registration) or an authorisation letter from the Teachers Council.	Principal
Check the Teachers Council online register to see if there are annotations or notes you should know about	Principal
Sight all copies of immigration documents for overseas teachers	Principal
Sight some photographic proof of identity such as a driver's license or passport.	Principal

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Action	Responsibility
Verbal contact with successful applicant Asked to keep confidential until non successful applicants advised	Principal
Verbal contact of unsuccessful for those interviewed	Principal
Unsuccessful applicants notified as soon as practicable	Principal
Written appointment letter, use model STA letters, these are updated to reflect current legal requirements	Principal/Executive Officer
Job description complete, includes who they are responsible to	Principal
Successful appointee confirms acceptance in writing	Appointee
Nominate a Buddy teacher/colleague	Principal

References

- MOE 'Effective Governance Recruiting and Managing School Staff 2012.'
- **Appendix A** - NZSTA Appointments Process School Trustees Association (STA) website