



Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

APPOINTMENTS POLICY

No 304

Rationale

In its appointment of new staff to the school the Board aims to ensure that the most suitably qualified and experienced people are recruited and that its procedures are consistent with all statutory and contractual obligations. Through appointing the highest quality staff, the school seeks to provide excellent learning opportunities to its students.

Policy Statement

The appointments policy establishes a series of guidelines to assist in the recruitment and appointment of staff in order to ensure that:

1. The school is staffed with the best available personnel.
2. The school is fully staffed as required in all areas of operations.
3. That in appointing staff the Board follows all relevant provisions of the National Education Guidelines.
4. The school's Charter and Strategic Plan aims are being met.

Policy Guidelines

1. As the legal employer of all staff in the school, the Board will ratify all appointments at a full Board meeting.
2. The Board will establish a personnel committee which will oversee all appointments made in the school up to but not including Principal, Deputy Principal and Assistant Principal.
3. The full Board will be involved in the appointment of the Principal, Deputy Principal and Assistant Principal.
4. A Board committee with the Principal will be involved in the appointment of all other positions of responsibility, the Executive Officer, and Property Manager.
5. The Board delegates to the Principal the appointment of all support, up to but not including executive officer, relieving and non-unit holding teachers.
6. In deciding on the nature of a vacancy full consideration will be given to the current and future needs of the school.
7. All permanent teaching positions will be advertised nationally by the Principal, non-teaching vacancies will be advertised locally or as deemed appropriate by the personnel sub-committee or principal.
8. For each vacancy there will be a job description, person specification and performance agreement available for applicants.
9. In making appointments the provisions of the school EEO policy and programme will be fully considered.

10. All applicants to positions in the school are to use the relevant form of application and must follow relevant procedures outlined in the process for making application including adherence to the closing date.
11. Where it is considered necessary, there will be consultation over appointments with staff and with the community (e.g. Māori community).
12. New appointees will be offered where appropriate conditions covered in any applicable collective agreement or, where there is no collective agreement covering assigned duties, and individual employment agreement in accordance with the Employment Relations Act.
13. In its appointment procedure the Board will endeavour at all times to meet the requirements of the good employer provision of the Public Service Act 2020 and the requirements of the Human Rights and Privacy Acts.
14. An external educational professional may be engaged at any time to assist in the process of making appointments.
15. For each appointment a report will be given to the Board detailing the process followed, the numbers of applicants, those shortlisted and the rationale for final appointment.

Ratified by Board: 6 June 2023	Next Review: June 2026
--------------------------------	------------------------
