



# Board of Trustees Policy: Staff Appointments - Faculty Staff from Assistant Teachers up to, and Including Heads of Faculty

11A

## Policy Statement

### Rationale

1. Through this Policy, the Board will maintain its reputation as a good employer. Appropriately qualified and experienced staff will be employed. Policies such as Equity and Equal Employment opportunities will be considered, and appointments will be in accordance with the laws and awards of New Zealand. The Board will appoint trained, registered, suitably qualified and competent teachers.

### Purpose

2. This policy outlines the procedures that will allow the James Cook High School Board of Trustees to carry out its obligations to provide education, deliver the New Zealand Curriculum, and fulfil the Accreditation requirements of the New Zealand Qualification Authority which require those teaching and assessing units to be trained, qualified and competent.

## Guidelines

3. A job description and/or person description is established in response to identified curriculum needs by the Tumuaki•Principal, in consultation with the appropriate SLT member and Head of Faculty.
4. An advertisement is drawn up and placed by the Tumuaki•Principal.
5. Applications are made using the James Cook High School Application form. Applicants for basic scale positions should supply the names of at least two referees; applicants for positions of responsibility must have the James Cook High School Referee Statement completed by at least two referees, who will return their Reference Statement directly and in confidence to the Tumuaki•Principal. All applicants must include proof of Registration in their application.

6. The Principal's Secretary receives all applications, keeps a record of names, gender, race and qualifications of all applicants (for EEO data purposes) and posts back to applicants a notice of receipt of application.
7. The Tumuaki•Principal, in consultation with the appropriate SLT member, Head of Faculty, and as appropriate any other person the Tumuaki•Principal may select, draws up a short list. The Principal's PA arranges interview times for short-listed applicants.
8. Interviews are conducted by the Tumuaki•Principal and appropriate SLT member, and other relevant personnel by Tumuaki•Principal's invitation.
9. Following selection of the successful applicant, the Tumuaki•Principal or their nominee will telephone that applicant and make verbal offer of position. As soon as possible after verbal acceptance of the position has been received, the Tumuaki•Principal or their nominee will telephone unsuccessful short-listed applicants to inform them that the position has been filled.
10. The Tumuaki•Principal will send a formal, written offer of position to the successful applicant.
11. When formal, written acceptance of the position has been received, the Principal's PA will post out letters to all other applicants, notifying them that the position has been filled.
12. Appointments will be ratified by the Board of Trustees.

## Notes

13. This policy should be read in conjunction with employment contracts, guidance from NZSTA and other official requirements.

Chairperson \_\_\_\_\_

Date: September 2020

Policy History	
Date	Action
Prior to 2017	Adopted by Board
May 2019	Reviewed
Sept 2020	Reviewed and Amended
May 2021	Reformatted