



Board Policy: Staff Appointments

11A

Policy Statement

Rationale

1. Through this Policy, the Board will maintain its reputation as a good employer. Requiring the Tumuaki•Principal to ensure that:
 - Appropriately qualified and experienced staff be employed;
 - Practices such as Equity and Equal Employment opportunities will be considered in appointments;
 - All appointments will be made in accordance with legal and contractual requirements; and
 - That the Board appoints trained, registered, suitably qualified and competent Teachers.

Purpose

2. This policy outlines the procedures that will allow the James Cook High School Board 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.

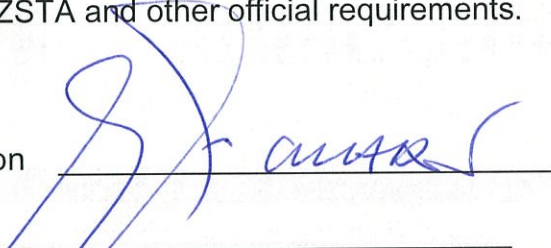
Guidelines

3. The Tumuaki•Principal is to ensure that:
 - All vacancies are affordable within the budget or entitlements for the school, and where teaching positions are over GFMS prior approval has been given by the Board.
 - All vacancies have a relevant job description and/or person description established in response to identified curriculum or organisational need.
 - These descriptions may be developed in consultation with the appropriate manager or leader within the school.
 - An appropriate advertisement is prepared and published in an appropriate media.
 - Applicants for vacancies should use the forms provided or formats requested. These forms to include all legal, regulatory, and professional requirements.
 - All applications should be acknowledged on their receipt.
 - Interviews are to be held for all vacancies as appropriate.
 - Appointments will not be made until after referee checking is satisfactorily completed.
 - Unsuccessful applicants are advised of this as soon as is practicable.
 - Successful applicants are formally offered and accept employment, and receive initial induction necessary for their role.
4. All appointments, except of Day to Day Relievers, will be advised to the Board.

Notes

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

Chairperson



27 October 22.
Date: August 2022

Policy History	
Date	Action
Prior to 2017	Adopted by Board
May 2019	Reviewed
Sept 2020	Reviewed and Amended
May 2021	Reformatted
August 2022	Reviewed and Amended
<i>October 2022</i>	<i>Reviewed + Amended</i>