



# Board Policy: Tumuaki•Principal Appointment

11B

## Policy Statement

### Rationale

1. The Board will maintain its reputation as a good employer. A Tumuaki•Principal who is appropriately qualified, experienced and visionary will be appointed. Practices such as Equity and EEO will be considered, and appointments will be made in accordance with the laws and awards of New Zealand.
2. The Board will appoint a trained, registered, suitably qualified and competent Tumuaki•Principal. Noting that the Tumuaki•Principal is expected to learn and adopt the Board's and school's expectations, systems and practices, and not seek to change these soon after arrival to things that they are familiar with from past experiences or settings.

### Purpose

3. This policy outlines the procedures that will allow the James Cook High School Board to carry out its obligations not only to provide education, deliver the NZ curriculum and fulfil the accreditation requirements of the NZ Qualification Authority. The Tumuaki•Principal will be able to lead the school in a manner and direction that is appropriate and acceptable to the Board.

## Guidelines

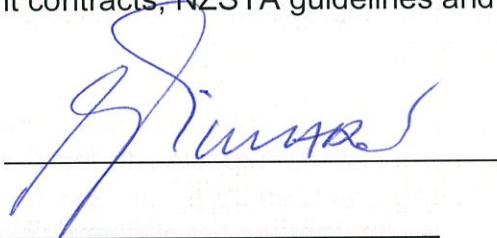
4. The Board will determine the basis and nature of the appointments committee, and delegate to the committee the authority deemed necessary for the selection, or the appointment of a preferred applicant.
5. This appointment committee will usually be led by the Board Chairperson.
6. The Board may choose to engage the services of an educational consultant to guide them through the recruitment, interview and appointment process.
7. The Board Chairperson, working alongside the committee is responsible for:
  - The development and confirmation of a job description and person description
  - The development and approval of advertisements and their publishing
  - An application form for applicants to use in their written applications
  - Forms and process for collecting confidential information from at least 2 referees
  - Identifying additional required information, which could include the applicant's philosophy of education, development plan for school, (for example).
  - The process which is used for the appointment

- The announcement to staff, students and community of the successful applicant.
  - Identifying things which may be useful or essential in the successful applicant's introductions or induction into the school and community.
8. The Board Secretary is the administrator for the appointment process, supporting the Board Chairperson and the committee. This includes receiving all applications, recording key and statistical details and routine communication with the applicants.
9. If necessary, appointments will be confirmed at a formal meeting of the Board of Trustees.

## Notes

10. This policy should be read in conjunction with relevant legislation, regulations, employment contracts, NZSTA guidelines and other official requirements.

Chairperson



*27 October 2022*  
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 22</i>	<i>Reviewed &amp; Amended</i>