



## **POLICY 3.7 APPOINTMENTS**

Approved at Board Meeting	<b>27.02.2019</b>
Next Review Due	<b>2022</b>

### **RATIONALE:**

The process of appointing staff is to ensure the best possible teaching and non-teaching staff are available to support and enhance the Special Character of the College, and maximise student outcomes.

### **GUIDELINES:**

- At each level of appointment, the Principal (in consultation with the Board of Trustees) shall convene the appointments panel.
- Every appointments panel shall include at least one Proprietors' Representative present throughout the appointments process.
- The appointment of Deputy Principals, Head of Faculty/ Leaders of Learning will involve an appointments committee consisting of at least the Principal and the Board Chair or their delegate(s).
- Any conflict of interest with a proposed member of an appointment panel shall be declared and that panel member replaced, if required.
- All appointments will be made in accordance with the Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools.
- Evidence of qualifications, teaching practices, professional development and community contribution are verified, and due diligence undertaken.
- The Principal must ensure that College procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff.
- All appointments will include written acceptance of *Expectations of Staff Employed in a Catholic School*.
- Each appointment is to be ratified by the Board of Trustees.

### **LEGISLATIVE COMPLIANCE:**

[Collective employment agreements](#)

[Employment Relations Act 2000](#)

[Vulnerable Children Act 2014](#)

### **PROCEDURES:**

See flowchart for "Appointments Process."