

St Gerard's School Staff Appointments Procedure



Commitment

Doing the best we can for everyone

And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

Colossians 3:17

Purpose of Procedure	Legislation reference	Guidelines to be followed	Delegations
<p><i>The purpose of appointing teaching and non-teaching staff is the achievement of the school's Mission Statement together with national and local goals and objectives and to fulfil legal staffing requirements</i></p>	<p>Human Rights Act 1993</p> <p>Employment Relations Act 2000</p> <p>Privacy Act 1993</p> <p>Police vetting</p> <p>Integration Act</p>	<ul style="list-style-type: none"> • The entire Board of Trustees will be involved in the recruitment, selection, and appointment of the Principal following consultation with the staff at the pre-recruitment stage. The opportunity for a Supporting Principal may be made possible. • All permanent appointments will be made by an Appointments Committee , including at least one Bishop's Representative, one Parent Representative and the Principal. The opportunity for a staff representative on this committee will be made where applicable. This Committee will be formed as needs arise. • All appointments of tagged permanent positions will involve the Catholic Education office as per the legal requirement. The recommendation of the CEO will be applied for the short list. A Proprietors Rep must be part of the appointments committee for all tagged positions. • Appointments of long term relievers of at least one term will be discussed with the BOT and the use of an appointments committee will be determined after the facts are presented. The Principals recommendations will be considered. • The appointments process will be completed in a manageable and equitable time frame and decided upon by the BOT. • Other appointments, for short-term reliever positions will be made by the Principal, and reported to the Board at the next meeting. • All teaching and non-teaching appointments, except for short-term reliever positions will be approved by the Board. • All Board members will respect the confidentiality of every application to this school and its accompanying referees reports, written and verbal. 	<p>BOT</p> <p>BOT</p> <p>PRINCIPAL CATHOLIC EDUCATION OFFICE</p> <p>PRINCIPAL</p> <p>BOT</p> <p>Principal</p>

- No trustee shall act independently of the Board's decision on appointments.
- All appointments will comply with the Board's Equal Employment Opportunity Policy.
- All staff will be police vetted either through the Teachers Council registration process or through the Principal.

SUGGESTED GUIDELINES FOR STAFF APPOINTMENTS

- Before placing advertisement and writing Job Description it is important to read Handbook Catholic Integrated Schools issued by the N.Z. Council of Proprietors of Catholic Integrated Schools (Part 4: Appointment of Staff).
- Also consult N.Z.E.I. Service and Support Manual, S.T.A. Handbook and B.O.T. Policy – Staff Appointments. A copy of the Handbook Catholic Integrated Schools is held in Principal's Office and Board of Trustees file. N.Z.E.I. Handbook is usually in Principal's Office or Staffroom. Ask N.Z.E.I. Representative. S.T.A. Handbook is either with Board of Trustees Chairperson or in Board of Trustees file.
- To determine whether vacant position is tagged or not, also consult the Catholic Education Office's staffing notice for St. Gerard's (These are issued each year and held in the school file in the Secretary's Office) or contact the Catholic Education office in Dunedin.
- Application Forms once compiled for each position, are held in school file (Secretary's office).
Ensure that an 'S' Form is included when sending out Application Form and Job Description to applicants of tagged positions. They are available from Catholic Education Office if none are left in school file. Ensure that applicants are aware of the need to complete a Police Vet Application Form which the Appointment's Committee will activate for short-listed candidates where this is applicable.
- It is usual to consult with staff and BOT on needs of the school and anything specific for the Job Description.
- Applicants should receive, or have access, to relevant information about the school.
- Following the appointment guidelines set down in both the N.Z.E.I. Service and Support Manual and S.T.A. Handbook, should ensure that applicants are treated fairly and that all necessary steps are covered.

Reviewed May2014

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