

TIRIMOANA SCHOOL
PERSONNEL APPOINTMENTS POLICY

RATIONALE:

All appointments of core workers in schools are required to meet rigorous standards of selection, safety checking and interview processes to ensure the most suitably qualified persons are employed, and that vulnerable children are protected in the school environment.

GUIDELINES:

1. All relevant legislation and awards will be adhered to when appointing staff, including the Vulnerable Children Act 2014 and the Education Council - Our Code, Our Standards.
2. The BOT will delegate the responsibility for forming an appointment committee to the principal for selection of applicants, interview, checking of credentials and recommendation of appointment. This committee shall comprise members of the senior leadership team as determined by the principal and at least one trustee when selecting a teacher candidate for a permanent position.
3. At all times the appointment committee will uphold the principle of the most suitably qualified person for the particular position, taking into account the needs of the school as a whole.
4. Appointments will be made without discrimination by reason of gender, marital status, sexual orientation, religious or ethical belief, disability, age, race or ethnicity.
5. Appointment of the principal will require external advice to the board of trustees in the form of either an advising principal or a professional consultant.
6. Appointment to part time or fixed term positions will be managed by the principal in collaboration with members of the leadership team.
7. All recommendations for appointment will be referred to the board of trustees for ratification of appointment.
8. The appointments committee will conduct a thorough risk assessment when recommending an applicant for appointment.
9. Process for all appointments:
 - All appointees will be subject to a Police Vet, either by the principal or through the Education Council.
 - All appointees must be interviewed prior to being offered a position.
 - Any documentations provided as evidence of qualifications must be checked. School will retain certified copies.
 - All appointees must provide 2 proofs of identity which will be kept on file.
10. Additional process for all teaching appointments;
 - All permanent and long term fixed term teaching positions of a term or greater will be advertised nationally in the Education Gazette.
 - All applicants for teaching positions must submit a letter of application, a curriculum vitae, complete a school application form and provide two referees.
 - All appointees to any teaching position must have a current teacher registration.
 - All teaching appointments must be supported by a relevant referee check.

CONCLUSION:

This policy is designed to ensure all core workers in the school are subjected to rigorous scrutiny on application for employment in order to protect the safety of children at school. The board has a statutory requirement to provide a safe environment in order to protect the well-being of children.

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