



## **POLICY 3.7 APPOINTMENTS**

Approved at Board Meeting	<b>22.9.2016</b>
Next Review Due	<b>2019</b>

### **RATIONALE:**

The system of appointing staff is to ensure the best possible teaching and non-teaching staff are available for students, to support and enhance the Special Character of the College. Appointment of *Tagged* teachers will be in line with the Charter and Integration Agreement where possible.

### **GUIDELINES:**

- At each level of appointment the Principal (in consultation with the Board of Trustees) shall decide on the composition of the appointments panel.
- When considering appointments for non-permanent teaching staff, non-teaching support staff or fixed term positions the Principal, and appropriate advisor/s, shall decide on the appointment. This appointment is to be ratified by the BOT.
- Every appointments panel shall include at least one Proprietors' representative present throughout the appointments process.
- Any conflict of interest with the proposed member of an appointment panel shall be declared and that panel member be replaced, if required.
- Board of Trustees is to either be involved in the appointment process or ratify appointments.
- Evidence of qualifications, teaching practices, professional development and community contribution are verified and due diligence undertaken.
- The Principal must ensure that they have College procedures in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff.
- The appointment of Principal, Deputy Principal and D.R.S. will be in accordance with the Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools.

### **PROCEDURES:**

See flowchart for "Appointments Process."