



APPOINTMENTS - STAFF

Rationale:

The Board of Trustees aims to make the best possible appointments to both teaching and non-teaching vacancies to ensure that the strategic vision and goals of Whangārei Boys' High School are achieved.

Purpose:

- To ensure appropriately qualified teaching and non-teaching staff are appointed to deliver the curriculum effectively and support the overall operation of the school.
- To ensure that all appointments follow a fair process and abide by the terms and conditions of relevant legislation (Employment Relations Act 2000, State Sector Act 1988, the Human Rights Act 1993, the Privacy Act 1993, the Education Standards Act 2001 and the Vulnerable Children Act 2014).
- To ensure that all appointments are made in accordance with relevant WBHS Board of Trustee Personnel and EEO Policies.

Definitions:

“Teaching Staff” refer to those members of staff who hold a Registered Teachers classification and are employed in a position requiring such registration.

Scope:

This policy applies to all staff appointments.

Guidelines:

1. All positions will be advertised in a manner consistent with Collective Employment Contracts.
2. A Job Description, Person Specification and any other relevant information will be made available to all applicants.
3. Remuneration will be subject to Collective Agreement provisions, Education Council criteria and relevant WBHS Policy.
4. Saving schemes to be included in letter of offer of appointment.
5. Short-listing, reference checks, interviews and notification will follow procedures as outlined in the Management Procedures.
6. The Principal will appoint all teaching and support staff. The Board of Trustees Appointments Committee (comprising the Chairperson or his/her nominee, the Principal and at least two other Board members) will make all Senior Management appointments, including Director of Boarding and Executive Officer.



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7. The Board of Trustees will ratify all staff appointments. ***The Board of Trustees will ratify the appointments of the Principal and all Senior Management including the Business/Financial Manager Delegated authority is given to the Principal by the Board of Trustees to ratify all other teaching and support staff employed at Whangārei Boys' High School.***
8. All newly appointed staff will undergo appropriate induction with the Assistant Principal (Personnel) or a delegated Senior Staff Member.

Related Policies:

1. Appointments – Staff
2. EEO
3. Equity

References or Sources:

1. State Sector Act 1988
2. PPTA Secondary Teachers Collective Agreement 2019 – 2022
3. NZEI Support Staff in Schools C/A 6.17 – July 19
4. Secondary & Area School Ground staff 1.5.2015 – 31.12.2016
5. [School Caretakers', Cleaners' and Canteen Staff Collective Agreement 2017-2019](#)
6. Children's Act 2014

Review Details:

Review Date	Reviewed by
Aug 2021	SMK
Review cycle: 1 year	Due date for Review: Aug 2022

Management Contact:

- Principal