



## **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, The Public Service Act 2020, the Human Rights Act 1993, the Privacy Act 2020, the Education Standards Act 2001 and the 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” refers to those members of staff who hold a current teacher registration or a limited authority to teach 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, Teaching Council criteria and relevant WBHS Policy.
4. Saving schemes to be included in a 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 Presiding Member or his/her nominee, the Principal and at least two other Board members) will make all Senior Management appointments, including Business/Financial Manager.



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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 Leadership 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 Deputy Principal or a delegated Senior Staff Member.

### Related Policies:

1. EEO
2. Equity

### References or Sources:

1. Public Service Act 2020
2. PPTA Secondary Teachers Collective Agreement 2019 – 2022
3. NZEI Support Staff in Schools 2022-2024
4. Secondary & Area School Ground staff 2019 - 2022
5. [School Caretakers', Cleaners' and Canteen Staff Collective Agreement 2022-2024](#)
6. Children's Act 2014

### Review Details:

Review Date	Reviewed by
Aug 2023	SMK
<b>Review cycle:</b> 1 year	<b>Due date for Review:</b> Aug 2024

### Management Contact:

- Principal