**Appointments Policy – 3.02**

**Rationale**

A Board of Trustees is governed by legislation, employment contracts and good employer practise when making appointments to the school.

**Purposes**

The purpose of appointing teaching staff and non-teaching staff is to fulfil the obligations of the Charter and legal staffing requirements.

**Guidelines**

1. All appointments to teaching positions in the school will comply with the Education Act 1989, Section 65 (3), (4), (5) and (6).
2. All staff appointments will comply with the requirements of the Privacy Act 1993.
3. Any personal information collected will comply with the requirements of the Privacy Act 1993.
4. The entire board will be involved in the recruitment, selection and appointment of the school principal.
5. All teaching and non-teaching appointments, except for short term relieving positions will be approved by the Board Appointments Committee and approved by the Board.
6. The Appointments Committee will report to the Board, the preferred applicant for the job and provide reports on appointments procedures following each appointment.
7. All board members will respect the confidentiality of every application and its accompanying referee’s reports.
8. Only New Zealand Registered Teachers will be appointed to teaching positions.
9. All non-teaching positions will be subject to a successful police vetting, (refer Vetting Procedure).
10. All unit appointments must follow allocation of units procedure, (refer to Unit Allocation Policy).

Adopted by the Board of Trustees:

*Review Date:*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson