

# Rotorua Lakes High School

## Te Hā o Te Manawa RTLB Cluster 20

### **POLICY: APPOINTMENT OF RTLB**

A fair and transparent appointments process will ensure that the most suitable and best qualified person for the RTLB position is appointed according to clearly identified needs of the cluster. Therefore, the Principal and RTLB Cluster Manager will:

1. Ensure cluster and cluster schools' needs are clearly identified.
2. Determine the composition of the appointments panel based on expertise relevant to the vacancy.
3. Ensure RTLB positions are appropriately advertised.
4. Ensure the application process for appointments be followed.
5. Ensure a clear, fair and open appointments procedure is followed in making RTLB appointments, with a clear pathway in evidence.
6. All appointments must take account of the following as appropriate:
  - Equal Employment Opportunity obligations.
  - Good Employer expectations/requirements.
  - The relevant Teachers' Collective Employment Agreement.
  - The Employment Relations Act.
  - The Privacy Act.
  - The Human Rights Act.
7. In accordance with the regulatory requirements for safety checking under the Vulnerable Children Act 2014, include appropriate safety checking, police vetting and screening practices when employing RTLB.
8. Ensure a successful applicant meets the criteria of an RTLB appointee as outlined in the *RTLB Governing and Managing RTLB Clusters Toolkit - Version 1.0 January 2015*.
9. Ensure that appointed RTLB have a written job description and employment agreement, either individual or collective, relevant to the cluster's employing school.

**REVIEW:** This policy will be reviewed according to the Board of Trustees' triennial Programme of self –review October 2019

**DATE CONFIRMED:** 25 October 2016