

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: APPOINTMENT OF RTLB
PROCEDURE: Appointment of RTLB

A fair and transparent appointments process will ensure that the most suitable and most suitable person for the RTLB position is appointed according to clearly identified needs of the cluster.

Guidelines

1. RTLB staffing needs will be identified by the Principal and RTLB Cluster Manager.
2. RTLB cluster and cluster schools' needs will be clearly identified by the RTLB Cluster Manager.
3. Principal and RTLB Cluster Manager will determine the composition of the appointments panel based on expertise relevant to the vacancy, but may be guided by the following matrix:

VACANCY	SHORT LISTING PANEL	INTERVIEWING PANEL
RTLB CLUSTER MANAGER	Principal, Board of Trustees Rep(s).	Principal, Board of Trustees Rep(s), cluster school Principal(s), Ministry of Education Manager, RTLB Practice Leader(s).
RTLB PRACTICE LEADER	Principal, RTLB Cluster Manager, Board of Trustees Rep.	Principal, RTLB Cluster Manager, cluster school Principal, Ministry of Education Manager, RTLB Practice Leader.
RTLB	Principal, RTLB Cluster Manager, RTLB Practice Leader(s).	Principal, RTLB Cluster Manager, Cluster school and/or Ministry of Education representative, RTLB Practice Leader(s).

4. A clear pathway will be evidenced throughout:
 - establishment that a position exists,
 - advertising of the position as is appropriate and/or required,
 - application process for appointments is followed,
 - reference checking is completed by the short listing panel, and information shared with the wider appointments team,
 - an appointment in a manner which is appropriate and/or required.
5. Anyone involved in the appointments process must declare a conflict of interest, knowledge of the applicant, relationship to the applicant, or other knowledge of value relating to the appointment.

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6. All appointment procedures will ensure EEO principles are observed.
7. The successful applicant will meet the criteria of an RTLB appointee as outlined in the *RTLB Governing and Managing RTLB Cluster's Toolkit - Version 1.0 January 2015*, and best meets the identified needs of the cluster and cluster schools. This includes, but is not be limited to:
 - being an experienced, fully registered kaiako/teacher,
 - holding a current practising certificate.
8. Appropriate safety checking, police vetting and screening practices will be carried out by the Principal and RTLB Cluster Manager before an appointment is made.
9. The appointed RTLB will be provided with a written employment agreement, either individual or collective, relevant to the cluster's lead school, and job description.

REVIEW: This procedure will be reviewed according to the Te Hā o Te Manawa's triennial programme of self-review October 2019, or as required.

DATE CONFIRMED: 25 October 2016