

POLICY: APPOINTMENT OF STAFF**Rationale**

With reference to the clearly identified needs of the school, staff appointed to any position at Rotorua Lakes High School should be the best available in terms of their qualifications and personal and professional qualities.

Purpose

1. To ensure staffing needs are clearly identified.
2. To ensure student learning needs are the focus for all teaching appointments.
3. To ensure priorities relating to staffing needs are clearly identified.
4. To ensure positions are appropriately broadcast.
5. To ensure a clear, fair and open procedure is followed in making appointments.
6. To ensure our procedures are compliant with the Vulnerable Children Act 2014.

Guidelines

1. Staffing needs will be identified by the Principal or person delegated that purpose by the Principal.
2. All appointments must take account of the following as appropriate:
 - Equal Employment Opportunity requirements
 - Good Employer expectations/requirements
 - The Secondary Teachers' Collective Employment Agreement
 - The Employment Relations Act
 - Support Staff in Schools Collective Employment Agreement
 - The Privacy Act
 - The Human Rights Act
 - The Vulnerable Children Act 2014
3. A clear pathway must be in evidence. This involves:
 - Establishment that a position exists
 - The advertising of that position as is appropriate and/or required
 - An appointment in a manner which is appropriate and/or required
4. Having undertaken that
 - The Board has delegated to the Principal responsibility for the appointment of all teaching staff, all fixed-term Management Unit (MU) holders, MU positions and all support staff and non-teaching staff.
 - The full Board will be responsible for the appointment of the Principal.

- The full Board will be responsible for the appointment of Deputy Principal and Assistant Principal positions. The Board may delegate this task to a Board sub committee.
5. Relief staff will be appointed in accordance with the school's procedures and bearing in mind the requirements to employ only suitably qualified persons or those who have a limited authority to teach where possible.

In all of the above, reference should be made to the school's Equal Employment Opportunity Policy and Guidelines.

Conclusion

The Rotorua Lakes High School community is conscious of the need to ensure staff selected are of the highest available calibre so as to help ensure a quality education for its students.

REVIEW: These guidelines will be reviewed according to the Board of Trustees' triennial Programme of self review September 2022

DATE CONFIRMED: SEPTEMBER 2019

VACANCY	SHORT LISTING PANEL	INTERVIEWING PANEL
PRINCIPAL	Especially convened Board of Trustees Sub Committee; BOT Staff representative. <i>NOTE: It is strongly suggested that for Principal appointment, the BOT invite a consultant to be part of the process.</i>	The complete Board of Trustees A sub committee of the BOT as above
DEPUTY PRINCIPAL / ASSISTANT PRINCIPAL	Principal, Staff representative, Board Rep(s)	
HEADS OF DEPARTMENT	Principal	Principal, Board of Trustees representative and Staff Representative Deputy Principal
MIDDLE MANAGEMENT POSITIONS	Principal Head of Department	Principal Head of Department if appropriate Deputy Principal
GUIDANCE COUNSELLOR	Principal, Board of Trustees representative	Principal, Board of Trustees representative and Staff Representative Deputy Principal
TEACHERS	Principal Head of Department	Principal Head of Department
EXECUTIVE OFFICER	Principal BOT Chairperson	Principal, BOT Chairperson Staff Representative Deputy Principal

VACANCY	SHORT LISTING PANEL	INTERVIEWING PANEL
PROPERTY MANAGER	Principal Executive Officer	Principal BOT Chairperson or delegate Executive Officer BOT Staff representative
GROUNDSMAN	Principal BOT Staff Representative Executive Officer	Principal BOT Staff Representative Executive Officer
SUPPORT STAFF	Principal or Delegate Executive Officer	Principal or Delegate Executive Officer Board of Trustees Staff Representative
TEACHER AIDES	Principal or Delegate Executive Officer SENCO	Principal or Delegate Executive Officer SENCO
HEAD PREFECTS	Principal Deputy Principals	Principal Deputy Principals