

APPOINTMENTS

RATIONALE:

The quality of the learning and teaching programmes is a direct reflection of the quality of the professional staff appointed.

PURPOSE:

To ensure the provision of professionally developed and balanced programmes.

1. To cater for the learning needs of all children.
2. To reflect the Kamo Primary School core values
3. To ensure that due recognition be given to equity and equal employment opportunities when appointments are being made.
4. To ensure consistency in the appointment of staff
5. To give a clear framework within which appointments can be made
6. To ensure that the Board meets its obligations as a Good Employer
7. To ensure that the rights of applicants are met

GUIDELINES:

1. All professional appointees shall be registered teachers with a current practising certificate.
2. All permanent positions will be advertised nationally and locally.
3. Appropriate funding for staff appointments will be budgeted for.
4. A job description will be made available for each applicant.
5. With the exception of the Principals position the appointments committee will consist of representative from the Board and staff and will be convened by the principal or the board chairperson.
6. Responsibility for each appointment shall be as follows:
 - [a] Principal:- Board and Chairperson
 - [b] Staff:- Principal
7. The applicants right to confidentiality shall be respected at all times
8. The State Sector Act 1988 provides that the person best suited for the position shall be appointed
9. Appointment panel members will declare prior knowledge of applicants if they are involved in the appointment.
10. The School will comply with all legislation relating to the Immigration Act 2009: Employer obligations.
11. Support Staff:
 - [a] All support staff will be police vetted and safety checked before ratification of appointment
 - [b] Positions may be advertised in local papers
 - [c] Each applicant will be assessed against appropriate criteria
 - [d] The successful applicant must be made aware of the uncertainty around allocation of hours

PROCEDURES

1. An Appointment Committee will be convened for each appointment.

This will consist of:

 - (a) For a Principals Appointment: Chairperson, Board rep(s) staff rep.
 - (b) For Permanent Staff: Principal, Staff Rep. Board Rep.
 - (c) Other appointments: Principal.

2. Each position will have a job description.
3. Each applicant will be given a copy of the job description, school mission statement and objectives, description of the school and appointment criteria.
4. Referees reports and other supporting evidence will be called for where required by the appointments committee
5. The applicants will then be listed in rank order
6. A short list of applicants will be drawn up and each applicant will be interviewed.
7. Applicants will be notified of their short listings and informed of the date and venue of the interviews
8. The appointment panel will draw up a set of questions and referees will be contacted for further verification of details.
9. Approximately an hour will be allowed for each interview. This will be used as follows:
 - a. 10 minutes for introductions
 - b. 30 - 40 minutes for questions
 - c. 10 minutes for the panel to record their observations
10. Interviewees will be able to bring support people if they wish.
11. At the end of the interview a report will be prepared outlining minutes of the proceedings, criteria for appointment, the recommended appointment, all reports on the applicants .
12. The successful applicant will be notified by phone and by letter.
13. The successful applicant will have five working days in which to accept the position.
14. After acceptance a letter of confirmation will be sent to the successful applicant and letters of non-appointment will be sent to all other applicants
15. If the successful applicant does not accept the position, the Board delegates the appointments committee to offer the position to the second applicant in terms of suitability, or re advertise the position.
16. When the appointment is complete the Principal will initiate the appropriate procedures to have the appointee placed on the payroll and safety checks under the vulnerable childrens Act 2014 will be carried out.
17. All appointment proceedings will be retained for 6 weeks
- 18 . Applicants will have their documents returned

Reviewed: Term 2 2015

.....Chairperson, BOT

Review date: Term 2 2018