



Appointments Policy

Rationale:

The Board of Trustees is the employer of Hagley College teaching and non-teaching staff.

The College's Principal/Tumuaki is the board's Chief Executive in relation to the College's control and management under Section 76 of the Education Act and has the delegated authority to fully staff the College. The Principal therefore has the responsibility for staff recruitment, selection and appointment.

All senior leadership positions have BOT involvement and are implemented through this policy by the Senior Leadership Team and approved by the Board of Trustees through the schedule of delegated authorities.

The College has a commitment to appoint skilled, qualified, registered (where required) staff who are motivated and able to meet the challenges of providing quality learning opportunities and experiences for students. The College will use procedures consistent with the Board of Trustees legal responsibilities as a good employer and consistent with the Hagley College Charter, strategic plan and policies to ensure that the most suitable person is appointed to fill a vacancy.

Our mission is, 'lifelong learning that is accessible to all'. The beliefs which underpin our mission are that education should be available to all and that we should do our utmost to create opportunities for lifelong access to secondary learning for adolescent and adult students.

Our vision is that captured in our whakatauki: ka puāwai te koru, ka puāwai te tangata: as the koru opens, so too does the person.

That whakatauki is about inspiring our students' futures and transforming their lives. We believe that effective engagement in learning is based on the relationships we build with each of our students and on each student's wellbeing. We do this so that, like a koru opening, each student will achieve to their full potential, will develop the personal values and competencies critical to

successfully learning, living and contributing in society, and will transition successfully from Hagley to further learning, training or employment.

Goal:

Ensure the appointment, development and retention of quality teachers and support staff who are responsive to diverse learners across the College in all related areas.

Objectives:

- To keep all appointees' details in a confidential manner.
- To clearly identify the College's needs and requirements for positions and management units. All positions and management unit allocations must be aligned with the implementation of the school's strategic goals.
- To document good information regarding the detailed position, the generic job description, the person specification and the process and requirements for application, involving key relevant stakeholders in developing position descriptions.
- To advertise all positions internally and/or externally depending on their nature and size.
- To establish an appropriate appointment committee. No person should sit on an appointment committee if the position being advertised is one they are vacating.
- To establish an effective selection interview process with the roles and functions of the appointment committee clearly defined.
- To implement an effective shortlisting process that includes documentation, verifications, interviews, referee reports and where appropriate practical assessments.
- To collect good qualitative and quantitative information on candidates to ensure rigour and objectivity in appointments.
- To inform all applicants of the outcome of the application.
- To put a significant amount of time and effort into the process and decision making and to only make the appointment if fully satisfied the College has the right person for the job.
- The College reserves the right to re-advertise a position as required.
- To adhere to the following guidelines:
 - Year Advisers are three year fixed term positions.
 - An HOD / Faculty Head cannot concurrently work as a Year Adviser or senior wellbeing role, or vice-versa.

- A full time position cannot be converted into a part time position. A teacher must first resign from their position. Subsequently, they are then able to apply for a part time position if one is available.

Comply with:

- Employment Relations Act 2000 and amendments
- Good Employer – State Sector Amendment Act 1989
- Equal Employment Opportunities Policy
- Te Tiriti O Waitangi
- Secondary Teachers Collective Agreement
- Support Staff in Schools Collective Agreement
- Caretakers and Cleaners Collective Agreement
- Secondary and Area School Groundstaff Collective

Approved:  _____

Designation: Bot Chairperson

Date Approved: _____ 7 December 2020 _____

Review Date: _____ December 2022 _____