

# Ross Intermediate School

TE KURA WAENGA O ROSS

## **POLICY STATEMENT – DRAFT**

### **3.1 Policy – Appointments**

#### **Rationale:**

The appointment of outstanding staff in all areas of the school will result in the best possible outcomes for students and staff alike.

#### **Principles:**

1. The most suitable person for the job will be appointed. The position will be re-advertised in the event of the un-suitability of all applicants.
2. The Board will act as an EEO employer.
3. When making appointments, the Board will take reasonable steps to ensure the overall staff makeup is balanced in terms of gender, ethnicity, experience and other minority groups.
4. The Principal may appoint staff to positions of less than one year duration. All other appointments will be handled by a sub-committee. For the appointment of a new Principal, a Principal advisor will be co-opted.
5. All permanent teaching positions will be advertised nationally.
6. Only provisionally registered and registered teachers will be appointed to teaching positions.
7. The committee will decide on the preferred applicant and report to the Board who will ratify the decision.
8. The committee will negotiate travel and accommodation expenses with each applicant.
9. The appointment committee will have the authority to accept late applications, but mention of this will be made in the report to the Board.
10. All appointments, whether part, full or temporary employees must have an Employment Agreement, Job Description and signed contract. All payments to employees must be made through Payroll Services.
11. All appointments and any possible conflict of Interest will be identified by the principal in each Management Report tabled at each Board Meeting.

#### **RATIFIED:**

**CHAIRPERSON**