



## **STAFF APPOINTMENTS PROCEDURE**

### **RATIONALE:**

- Appointment procedures must ensure that the best person is selected to uphold the Special Character and academic standards at Wellington Seventh-day Adventist School.
- To ensure that the Board of Trustees acts as an EEO Employer.
- To ensure the Board establishes robust employment procedures.
- Notwithstanding the tagged appointments will be made without prejudice to age, race, marital status, dependants, ethical or moral beliefs and attitudes. The over-riding principle for any appointment as outlined in the *State Sector Act* will be that the **person best suited for the position shall be appointed.**

### **GENERAL GUIDELINES:**

1. To ensure that the Special Character of the school is maintained.
2. To ensure that all applicants receive equal access and consideration for the position.
3. To outline the responsibilities of all involved in the appointment procedure.
4. A thorough check must be made of potential employees' backgrounds, experience, qualifications and identities.
5. All relevant employment procedures developed by the school to be reviewed prior to all teaching/management appointments.
6. All appointment personnel (School, Board, consultants) to be aware of the school's current appointment and employment procedures
7. Ensure all relevant employment information is disclosed to the Board as appropriate.
8. All appointments will comply with the *Private Schools' Conditional Integration Act* , *The Education Act* , *The State Sector Act* , and other applicable Acts.
9. Appointment procedures to all positions will fulfil the requirements of the relevant Collective Agreement Contracts, The school's own Integration Agreement, *Handbook for Boards of Trustees of New Zealand Seventh-day Adventist Integrated Schools* , and will observe the staffing goals and objectives of the Charter.
10. The Appointments Committee will include the Principal, the Board of Trustees Chair, Staff Representative, Proprietors' Representative or any other properly designated individual. A person who has an interest or expertise in the required criteria for the advertised position may be co-opted to this committee.

### Employment Protection Checks

- All candidates (through application or internal appointment) for positions at the school must produce legal evidence of themselves either through their current passport or driver's licence.
- All teachers must have evidence of Education Council current registration including Police vet.
- Confirmed and accredited evidence of all formal qualifications and certificates for the interviewed candidates.
- A copy of these formal documents must be filed with each appointee's records.

*It is essential to ensure that the law, and all practices and procedures, including recruitment and hiring, are designed, managed and administered to provide the utmost protection for children within the education system as well as the wider community environment.*

*It is perhaps more important that people in the education system see beyond the system itself and recognise that the safety and welfare of the children in the education system transcends all else.*

*(MoE Inquiry into the Employment of a convicted Sex Offender in the Education Sector -2014)*

#### PROCEDURES:

- The Principal will advise the Board of Trustees and the NZSDAS Education Director of any vacancy and whether it is tagged or non-tagged.
- The Principal will consult with the Board of Trustees and staff before writing the advertisement. This should be checked with the Education Director of the NZSDA Schools to ensure that the wording is correct.
- The application period will be decided upon, being no less than 2 weeks and no more than 4 weeks from the advertisement of the vacancy. The closure date of the vacancy will be specified in the gazetted notice of vacancy.
- No late applications will be received, unless prior arrangements have been made.
- An information package will be prepared and ready to be posted with the application forms.
- Applications will be sent an application form, a job description, person specification, the brief statement describing the special character of a Seventh-day Adventist school and other relevant information pertinent to the position.
- Applicants for tagged positions will also be required to complete a Special Character Form, which will be forwarded to the NZSDAS Education Director as soon as applications close.
- The NZSDAS through the Education Director will advise of the acceptability of applicants for all tagged positions.
- The appointments committee will shortlist a number of selected applicants for interview purposes using a set of criteria drawn from the job description and person specification.
- The appointments committee will contact named referees of shortlisted applicants.
- Questions pertinent to the appointment criteria will be prepared beforehand by the appointment committee.
- All interviews will be held on the same day if possible and all applicants will be asked the same or similar questions.
- Notes/minutes of all procedures will be kept and a report written for the Board of Trustees.

- Decisions made by the appointments committee will be reported to the next Board of Trustees meeting. The appointments committee is empowered to offer positions to successful applicants, to be formally approved by the Board of Trustees.
- The Board Chair or a delegate will advise the successful applicant as soon as the appointments committee has reached its decision.
- The successful applicant must notify the Board of Trustees within 48 hours of his/her acceptance or non-acceptance. Written confirmation of the appointment will then be forwarded to the appointee on this advice.
- In the case of non-acceptance, the Board of Trustees Chair will notify the next most suitable applicant.
- Unsuccessful applicants will be advised in writing or by phone as soon as acceptance has been received by the Board.
- Documentation relating to referees will be destroyed.
- The appointee will be expected to take up the position at the beginning of the term following appointment, unless the Board of Trustees gives a specified commencement date in the advertisement, or by consultation with the appointee.
- Notification of appointment will be sent to the NZSDAS Education Director and to the Novopay Service Centre.

### **APPOINTMENT OF SUPPORT STAFF**

**(Office staff, Librarian, Teacher Aides, Caretaker/Gardener and Cleaners)**

- The Principal and relevant management staff are responsible for appointments.
- All Teacher Aide appointments are to be carried out with consultation with the classroom teacher concerned to establish qualities and criteria to be included in the job description.
- A non-teaching position may be filled by a community person or advertised.

#### **INTERVIEW PROCEDURES:**

- Interviews are conducted in a professional, positive manner and are made as relaxed as possible for the interviewee.
- Questions are prepared, all interview panel members have a copy and the Principal/Chairperson outlines procedure to be followed to an interviewee at the beginning of the interview.
- Each panel member has a turn at asking questions as decided before the interview. When the interview takes place the person asking questions, speaks with the applicant and other panel members record to enable discussion and decision-making following the interviews.
- Following the interview the panel collectively discuss their evaluation and the successful applicant is the person most suited to the position in relation to the job description and person specification.
- Ensure phone calls to unsuccessful applicants and letters of non-appointment are issued later with CV's unless the applicant is currently employed at the school.

### **APPOINTMENT PROCEDURES - IMPLEMENTATION PLAN**

#### **1. ADVERTISEMENTS**

Teaching vacancies are to be advertised in the *Education Gazette* or elsewhere as appropriate. Non-teaching vacancies may be advertised in whatever medium is appropriate for the position. The

wording of an advertisement is to be formulated by the Principal in consultation with senior staff members. The wording is to be cleared with the Chairperson or nominee before the advertisement is lodged. Advertisements for the Principal's position should be prepared by the Chairperson in consultation with the NZSDAS Education Director, senior staff and an outside professional consultant.

## **2. JOB DESCRIPTION/PERSON SPECIFICATION/CRITICAL FACTORS**

These are to be prepared by the Principal for all school staff and sent to prospective applicants on request. The Board prepares all Principal appointment material with the guidance of an Education Consultant.

## **3. APPLICATION FORMS**

The School's standard application form is preferred, but no applicant is to be excluded because the correct form was not used. Curriculum vitae are expected from applicants for all positions.

4. In situations where existing staff members are applying for a senior position within the school, the services of an outside professional adviser - Education Consultant should be enlisted.

## **5. CONFIDENTIALITY**

The school complies with the current *Privacy Legislation*. All personnel involved in the appointments procedure are required to **maintain strict confidentiality**. Papers relating to the application of an unsuccessful applicant are to be returned or destroyed.

## **6. SUGGESTED ORDER OF EVENTS**

(Some stages may not be required in individual cases)

- (a) Preparation of advertisement, job description, person specification, critical factors.
- (b) Lodging of advertisement.
- (c) Forwarding of information and application forms to interested parties.
- (d) Compiling of application forms - no processing until applications have closed.
- (e) Appointments Committee meets to prepare short list.
- (f) Referee's reports called for where considered necessary.
- (g) Referee's reports forwarded to Committee.
- (h) Interviews.
- (i) Committee makes its decision. If no suitable applicant, position readvertised.
- (j) Successful applicant given preliminary advice.  
Successful applicant to receive letter of appointment and confirmation of the appointment sought from the successful applicant.  
Unsuccessful applicants advised.
- (k) Recommendation brought to Board of Trustees – permanent Scale A and management positions.
- (l) Appointment confirmed once Police vet has been successfully carried out.

## **TEACHER REGISTRATION**

- All teachers are required to be registered with the *Teaching Council of Aotearoa New Zealand*. This includes a mandatory Police vet.
- It is the responsibility of all teachers to ensure that their registration is current. A copy of the current registration card is filed in personal files as proof of registration.

## **WORK AGREEMENTS/JOB DESCRIPTIONS**

Every staff member has a written Work Agreement/Job Description which details areas of responsibility and key tasks. The work agreement/job description is signed and dated by the staff member and the appraiser before being passed to the Principal. The job description/work agreement will stay in the personal files and is **confidential to the parties involved**.

## POLICE VETTING

(Also refer to Policy Section 6 –General Legislation)

### Non-Teaching Employees, Parents/Caregivers as Camp Assistants, Regular School volunteers (sport coaches/cultural assistants) and Contractors

#### When?

- When appointing a new permanent employee a satisfactory police vet will need to be obtained before an appointment is confirmed;
- All current employees will be vetted at least every three years.
- Parent assistance on overnight EOTC activities
- Regular sport/cultural assistants.

#### Seeking Consent

Although legally compulsory, the person will be asked to give consent to a police check. It is at this stage that the vetting process will be explained, the rights of the person outlined and the information that will be sent to the Teachers' Council or police checked for accuracy. Should consent not be given, any offer of employment will be withdrawn.

#### Designated Roles of Authority and Access to Information

- The Teachers' Council and/or police will send completed vets to the Principal. The Principal is responsible for ensuring the procedures are carried out correctly and that strict confidentiality is observed;
- Together with the Principal, the Board Chair will consider the information contained in the vet, and decide on appropriate action; and
- The Office Manager may have access to the information as part of his/her duties.

#### Process

1. The person consents to a police vet, checks their personal details are correct, and sign the form;
2. Request sent to Teachers' Council or police; and
3. Completed police vet received by Principal;
4. Principal meets with person to validate information contained in the vet;
5. If the vet does not reveal any criminal offences or concerns by the police then the vet will be destroyed.
6. A record of the vet having taken place will be kept on the person's file.
7. An offer of employment can be made to the person or the person can have access to the school to complete their work.
8. If the vet does reveal criminal offences or concerns by the police, the Principal and Board Chair will consider whether the offences or concerns should affect employment at, or access to, the school.

#### **Factors to consider**

- How serious was the offence?
- How long ago was the offending?
- What were the circumstances surrounding the offence?
- What was the age of the person at the time of offending?
- Societal conditions that may have contributed to the offence
- Has a sentence been served or are they still doing PD or community service?
- Was it a one-off offence or is there a pattern of offending?
- Probability that an individual will continue the offending
- Individual's commitment to rehabilitation
- What is the employee's/contractor's role in the school?

- How does this offence relate to it?

The concerns raised by a 'Red Stamp' (a Red Stamp indicates police have concerns about a person working with children)

If the person's criminal record raises issues about the suitability of the person for their role at the school, NZSTA advice will be sought.

If after consideration and NZSTA advice, the Board decides that the information does preclude a person working in the school then:

- Offer of employment is not made or withdrawn
- Access to the school is denied, or
- Agreement to work in the school outside of school hours

If, after considering the nature of the criminal record, the Principal and Board Chair decide that there are no concerns, the vet will be destroyed.

A record of the vet having taken place will be kept on the person's file.

#### Confidentiality

1. Refer to BOT Code of Practice
2. The information contained in the vet is confidential, and access to it is restricted.
3. The Board, the Principal, and the Office Manager are those people authorised to handle the information.
4. While the vet is being considered it will be kept in a secure place (locked cupboard/cabinet in the Principal's office)
5. No copies of the vet will be made or distributed.
6. Office staff will pass all incoming mail marked 'Confidential' to the Principal unopened.
7. The information will not be kept any longer than is required, but a record of the vet having taken place will be kept.

#### Relevant Offences

1. Offences become relevant based on the position held at the school.
2. The personal safety of children is paramount.
3. Offences which would disqualify a person holding a position include
  - Past history of sexual abuse of children
  - Conviction for any crime in which children were involved
  - History of using violence or sexually exploitive behaviour
  - Offences relating to a type of work i.e. fraud or theft if involved in financial matters.

**Review Responsibility: Board Chairperson, Principal, DP & OM.**

**Date Confirmed: 5 May 2020**

**Principal: Karla Mitchell**