



TIRIMOANA SCHOOL

PERSONNEL EMPLOYMENT POLICY

RATIONALE:

All appointments of core workers in schools are required to meet rigorous standards of selection, safety checking and interview processes to ensure the most suitably qualified persons are employed, and that vulnerable children are protected in the school environment.

GUIDELINES:

1. All relevant legislation and awards will be adhered to when appointing staff, including the Vulnerable Children Act 2014/Amendment 2017 and the Teaching Council - Our Code, Our Standards.
2. The Board will delegate the responsibility for forming an appointment committee to the principal for selection of applicants, interview, checking of credentials and making an appointment. This committee shall comprise members of the senior leadership team as determined by the principal. A Board member may join the committee, if available.
3. At all times the appointment committee will uphold the principle of the most suitably qualified person for the position, considering the needs of the whole school.
4. Appointments will be made without discrimination by reason of gender, marital status, sexual orientation, religious or ethical belief, disability, age, race, or ethnicity.
5. Appointment of the principal will require external advice to the Board in the form of either an advising principal or a professional consultant.
6. Appointment to part time or fixed term positions will be managed by the principal in collaboration with members of the leadership team.
7. The Board will be advised of all appointments.
8. The appointments committee will conduct a thorough process when recommending an applicant for appointment:
 - All appointees will be subject to a Police Vet, either by the principal or through the Teaching Council.
 - All appointees must be interviewed prior to being offered a position.
 - Any documentations provided as evidence of qualifications must be checked. School will retain certified copies.
 - All appointees must provide 2 proofs of identity which will be kept on file.
9. Additional process for all teaching appointments.
 - Permanent and long-term fixed term teaching positions of a term or greater will be advertised nationally in the Education Gazette.
 - Applicants for teaching positions must provide a Curriculum Vitae and two referees.
 - Appointees to any teaching position must have a current teacher registration.
 - Teaching appointments must be supported by a relevant referee check.
10. End of Employment
 - Employees will be invited to complete an Exit Survey prior to leaving employment.

NELP Objective 1, Priorities 1,2; Objective 3, Priorities 5,6

Policy 11

Review Date: June

21/06/2023

11. Process for dismissal or termination of employment

- The board will convene a meeting of a HR sub-committee or Board.
- The principal is authorised by the board to manage this process.
- The principal will seek advice from NZSTA Industrial advisers, the relevant union, and any other appropriate service.
- Process will be determined by the relevant Collective Employment Agreement.
- Process will meet all obligations in employment legislation.
- Where necessary the Teaching Council will be notified of the dismissal of a teacher.

CONCLUSION:

This policy is designed to ensure all core workers in the school are subjected to rigorous scrutiny on application for employment to protect the safety of children at school. The board has a statutory requirement to provide a safe environment to protect the well-being of children.

NELP Objective 1, Priorities 1,2; Objective 3, Priorities 5,6

Policy 11

Review Date: June

21/06/2023