



TE AWAMUTU COLLEGE

POLICY STATEMENT ON APPOINTMENTS

Purpose

1. To appoint suitably qualified teaching, administrative and support staff to fulfil our curriculum, administrative and support requirements at Te Awamutu College.
2. To appoint suitably experienced and qualified senior leadership and management staff to meet the school's needs and requirements.
3. To ensure a consultative approach to the appointment of staff.
4. To appoint staff who reflect the character and philosophy of Te Awamutu College.

Guidelines

To achieve this purpose:

- ◆ the Board of Trustees will be a good employer by:
 - a) always providing equal employment opportunities; and
 - b) adhering to the requirement of all acts and collective employment agreements that govern conditions of employment.
- ◆ Selection panels for appointments shall be determined by the Board of Trustees and they may/will have delegated authority.
- ◆ Different procedures should be followed for each of the following employment categories:
 - Principal
 - Senior Management - Deputy Principal/Assistant Principal
 - All other staff

The present incumbent of a position shall not be involved in any part of the selection process (other than in an advisory role).

Where the staff representative has an interest in the position, a proxy will be nominated by staff to act as staff trustee on the selection panel.

Procedures for the Appointment of Senior Management

1. Each member of the Board of Trustees has a right to be on the Selection Panel for the positions of Deputy Principal and Assistant Principal. However, the Selection Panel must include the Principal, the Staff Representative on the Board of Trustees and the Chairperson of the Board of Trustees or their nominee, and it is recommended that the panel should not be greater than six.
2. The Principal and Board of Trustees will identify the school needs in consultation with the staff and will ensure that appropriate job descriptions, person specification and school profile are available.
3. Appointment procedures will follow Good Employer Guidelines.

Procedures to be Followed for the Appointment of the Principal

1. Each member of the Board of Trustees has the right to be involved in the selection of the Principal. The Selection Panel should consist of no fewer than six members including the Chairperson of the Board of Trustees, and the Staff Representative on the Board of Trustees.
2. The Board of Trustees will identify the school needs in consultation with all stakeholders.
3. A formal appointments committee is appointed to determine appointment procedures and community consultation procedures.

Other staff

1. The Principal, in consultation with the Board of Trustees, has the authority to manage appointments.
2. Such appointments will follow Good Employer Guidelines.

CHAIRPERSON _____ DATE _____

PRINCIPAL _____ DATE _____