



TE AWAMUTU COLLEGE

PROCEDURE - STAFF APPOINTMENTS

Rationale

It is in the best interests of all parties to use an appropriate procedure in order to select all new employees.

Purposes

To ensure that the best person for a job is selected and that no discriminatory practices are used.

Guidelines

1. All permanent positions and those of more than one year will be advertised.
2. Job descriptions and advertisements will be non-discriminatory and will include only necessary qualifications and skills.
3. Applicants will receive job descriptions which provide a clear list of duties, and the desired person specifications/qualities.
4. Applicants may bring a Whānau or support person/persons to an interview.
5. Reasonable expenses may be reimbursed to each applicant who is interviewed.
6. The Principal (after liaising with BOT Chairperson) is approved to utilise recruitment expenses up to \$10,000 per person with a maximum of \$50,000 per annum. For an amount above this, full BOT approval would be required. (Recruitment expenses examples: special advertising; use of a recruitment agency; assistance towards removal expenses when not covered by 8.1 STCA)
7. The Board has the responsibility for appointment of staff and will decide to whom that responsibility is delegated. It is recommended that a subcommittee of Board plus professional adviser (e.g. a Principal) make decisions on a Principal's appointment.
8. NZSTA/NZPPTA/SPANZ/NZEI guidelines and any relevant legislation eg Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015 should be followed throughout with all major decisions and steps being documented.

CHAIRPERSON _____ DATE _____

PRINCIPAL _____ DATE _____