

STELLA MARIS CATHOLIC SCHOOL

POLICY: STAFF APPOINTMENTS

He aha te mea nui o te ao, he tangata he tangata he tangata

(What is the most important thing in the world, it is the people, the people, the people.)

PURPOSE

1. To ensure that the Catholic Special Character of Stella Maris is maintained.
2. To ensure that the best person is appointed to the position.
3. To ensure appointments are made fairly, using established appointment procedures and the general guidelines below.
4. To outline the responsibilities of all involved in appointment procedure.

PROCEDURES

1. The advertisement drafted by the Principal will be advertised in the Education Gazette and/or other appropriate mediums for all full time teaching positions. Special Character requirements and equity issues will be protected through careful wording of advertisements.
2. For management/senior positions the Board of Trustees will establish an appointment committee. The appointment committee will:
 - Oversee and conduct the interviews for each appointment to management/senior positions.
 - Make recommendations for the appointment of the successful applicant to the Board of Trustees.

Appointments:

- The appointment of the **Principal** will be made in consultation with the Catholic Education Office and may involve the full Board of Trustees. An outside consultant may be used.
- The appointment to **Senior Leadership Positions** will be made on recommendation by the Appointments Committee and must be ratified by the Board of Trustees.
- Appointment of **Scale A Teachers and long term relievers (over two terms)** will be made by the Principal in consultation with the Associate Principal/sTeam Leader and ratified by the Board of Trustees.
- The appointment of **Support Staff** will be made by the Principal and Associate Principal/sTeam Leader, and ratified by the Board of Trustees.
- **Short Term relieving** positions (less than 2 terms) will be made by the Principal and Associate Principal/s and Team Leader.
- **All appointments will be offered and accepted in writing.**
- All 'S' forms for a permanent tagged position must be forwarded to the Catholic Integrated Schools' Board, and no further action will be taken until notification of acceptability is received

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INTERVIEW PROCEDURES

- 1 All short-listed applicants will be advised preferably in writing as soon as practicable before the . interview date where an interview is necessary
- 2 Interview questions will be established prior to the interview. Interviewers will be familiar with the . questions prior to the interview.
- 3 The successful applicant will be advised by phone and in writing. This applicant will be requested . to respond verbally and in writing within one week from receipt of written advice.
If this appointment is accepted by the appointee, all unsuccessful applicants will be advised in writing. If this appointment is declined by the appointee, the position will be offered to the second selected applicant (if considered suitable). The above stated notification procedures will be followed. All C.V.'s of unsuccessful applicants will be returned and documentation of referees will be destroyed.
- 4 The ratification of any appointment will take place at the next Board of Trustee meeting.
- 5 Police vets will be done electronically by the School Administrator for all non . teaching staff before they start employment, then renewed every three years. Teaching staff police vets are done as part of each teachers practicing certificate every three years.
- 6 If, after considering applications, or after the interview, no applicant is suitable for this position, all . applicants will be advised in writing and the position will be re-advertised.
- 7 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.
- 8 The successful applicant will be invited to the school as soon as possible to meet the staff and . pupils and receive more specific information related to responsibilities.
- 9 Notification of appointment will be sent to the Catholic Integrated Schools' Board, for teaching . staff, and to the salary service centre for all staff.