



## NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

<b>Title</b>	<b>STAFF APPOINTMENT POLICY</b>
<b>Reference Number</b>	C307
<b>Section</b>	Staff
<b>Written By</b>	NPBHS Policy Committee
<b>Checked By</b>	NPBHS Policy Committee
<b>Approved By</b>	NPBHS Board of Trustees
<b>Issue Date</b>	1 August, 2005
<b>Review Date</b>	February, 2018
<b>Associated Policies</b>	Equal Employment Opportunities
<b>Associated Procedures</b>	Recruiting to Senior Management Positions

### **RATIONALE :**

The Board of Trustees aims to make the best possible appointments to both teaching and non-teaching vacancies to ensure that the strategic vision and goals of New Plymouth Boys' High School are achieved.

### **PURPOSE :**

1. To ensure appropriately qualified teaching and non-teaching staff are appointed to deliver the curriculum effectively and support the overall operation of the school.
2. To ensure that all appointments follow a fair process and abide by the terms and conditions of relevant legislation (Employment Relations Act 2000, State Sector Act 1988, Human Rights Act 1993, Privacy Act 1993 and Education Standards Act 2001.)
3. To ensure that all appointments are made in accordance with relevant NPBHS policies.

### **GUIDELINES :**

1. All positions will be advertised in a manner consistent with Collective Employment Contracts.
2. A job description, person specification and any other relevant information will be made available to all applicants.
3. Remuneration will be subject to Collective Agreement provisions, Ministry of Education criteria and relevant NPBHS policies.



4. Short-listing, reference checks, safety checks, interviews and notification will follow procedures as outlined in the associated procedures.
5. The Headmaster will appoint all teaching, teacher aide and support staff.
6. The Board of Trustees Appointments Committee (comprising the Chairperson or his/her nominee, the Headmaster and as many members of the Board as possible) will make all Senior Management appointments, including Director of Boarding, Heads of Boarding Houses Executive Officer, Assistant Principals and Deputy Principal, and Heads of Departments.
7. A delegated Hostel sub-committee will make all other boarding appointments.
8. The Board of Trustees will ratify all staff appointments.
9. All newly appointed staff will undergo appropriate induction.

