



Wairoa College

Next review: Term 2 2024

Appointment Procedure

Wairoa College is an **equal opportunities** employer. We appoint appropriately trained and qualified staff to all teaching and non-teaching positions, and strive to find the best person for each position. We uphold our commitment to **te Tiriti o Waitangi** through our vision and strategic plan to reflect tikanga Māori.

Our appointment process meets the requirements of the Children's Act 2014.

The board always manages the recruitment and appointment of a principal. For other vacancies, the board delegates the recruitment and appointment process to the principal and senior management but may also be represented on the appointment committee.

We maintain transparency and fairness as important principles for any appointment, especially those involving related party transactions.

Responsibility	Action
The principal and senior management	<ol style="list-style-type: none"> 1. Determine whether a vacancy exists, and what kind of vacancy it is, i.e., permanent or fixed-term. Fixed-term employment is only offered if it meets the criteria specified in the relevant employment agreement. 2. Prepare an application package. 3. Advertise the position. Notify the vacancy according to the terms of the relevant employment agreement, in a way that enables suitably qualified people to apply for the position. 4. Form an appointment committee based on agreed delegations.
	<p>All appointment committee meetings are deemed to be "public excluded" meetings of a board committee in terms of the Local Government Official Information and Meetings Act.</p>
Administration staff	<ol style="list-style-type: none"> 5. Receive the applications and acknowledge them with a standard letter or email. Keep them confidential and secure.



- Appointment committee
6. **Shortlist applicants.**
Use the **new employee checklist** to ensure all proper checks are undertaken before, during, and after the interview process.
If there are no suitable applicants, re-advertise the position.
 7. **Conduct interviews** and complete all **reference and background checks.**
Reference checking may be carried out before interviews.
 8. **Make an appointment.**
 9. Make sure all the **required documentation** is completed and filed in the employee's file.
 10. Notify unsuccessful interviewed candidates by email, phone, or appropriate communication method. Send written notification to all candidates, and destroy or return their documentation if required, or keep on file if permission is given.

The principal assures the board that procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and board delegation for appointment committees. The principal confirms that supporting policies for induction, staff conduct, and professional development are being implemented. See **Self-Review and Board Assurances**.

Legislation

- Children's Act 2014
- Public Service Act 2020
- Education and Training Act 2020
- Employment Relations Act 2000
- Local Government Official Information and Meetings Act 1987
- Privacy Act 2020

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga: **Employment agreements** 
- Ministry of Education | Te Tāhuhu o te Mātauranga: **School staffing** 

Release history: Term 1 2024, Term 1 2023, Term 2 2021, Term 4 2020

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Last review	Term 1 2023
Topic type	Core