



# Miller Avenue School

*“Creating brighter futures together”*

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## MAS Appointments Procedure

1. The personnel committee will be responsible for managing the full ‘Appointment Process’. This will be led by the Principal and formed annually, or if necessary, reviewed and modified prior to an appointment. Once this group is confirmed, prior to an appointment, it will be known as the ‘Appointments Panel’.
2. All permanent teaching positions will be advertised nationally, through the Education Gazette or similar. Fixed term teaching positions or support staff positions may be advertised in the local newspaper and also publicised through the school newsletter.
3. Before advertising any position, school leadership will undertake a ‘personnel and environment scan’. This will involve capturing the skillset (strengths) and demographics of the full staff, identifying any shortfalls in capability and any trends in our own employment. This, along with consideration of the school’s current or emerging strategic goals, will assist in identifying the desirable skills or competencies that are required in the position being advertised. It may be appropriate in some cases to consult with staff or the community (e.g. consult with Maori about a teacher in a partial immersion environment, or the whole community over the appointment of a Principal).
4. The school website shall be used as a portal for information on the vacancy and the school. The vacancy section on the school website will be updated and include a job description, person specification, timeline, application form and other relevant information. The closing date will be specified and no late applications will be accepted.
5. At least two referees, preferably professional, will be contacted either as part of the short-listing process or once a short-list is established. The timing of this will be dependent on the number of applicants and type of position. It is the preference of the Board that the full ‘Appointments Panel’ participate and hear first-hand, the comments from each referee. No member of the panel should be a referee for an applicant -this would automatically be considered a ‘conflict of interest’. At least one referee will be the current or most immediate employer.
6. The Board of Trustees has the right to make such confidential enquiries as to the suitability of each candidate as it sees fit, at the same time respecting the candidate’s integrity.
7. The ‘Appointments Panel’ will draw up a shortlist of candidates, based on all information available or researched. In determining the preferred applicant, the ‘Appointments Panel’ shall give consideration to all information made available through the application. This will include but not be limited to: certified status; curriculum vitae and application form; referee information; research undertaken by the Appointments Panel; and responses at the interview. In determining the preferred applicant, information will be primarily measured against weighted person specifications to ensure transparency and fairness of process.
8. Interviews will be held for all permanent positions. This may require the use of technologies such as Skype. Interview questions will be formed or approved by the full ‘Appointments Panel’. All applicants will be given at least ten minutes to view and consider the interview questions immediately prior to the interview.
9. The preferred applicant will be notified as soon as possible after the committee has made their decision. They will be asked to notify the Board in writing of their acceptance or non-acceptance of the position within three days. Written confirmation of the appointment will then be

forwarded to the appointee, at which time a full certification check (and/or Police Vet if applicable), identity and qualifications check will be undertaken.

10. Other applicants will be advised as soon as possible of their non-appointment.
11. Hard copy curriculum vitae will be returned to unsuccessful applicants.
12. All electronic copies will be deleted.
13. The commencement date of the position will be at the beginning of the school term, unless the Board of Trustees gives a specified commencement date in the Education Gazette not or by consultation with the new appointee.
14. A report will be made to the full Board of Trustees following each appointment process. This will include information on the makeup of applicants, the process undertaken, and any recommendations for the future.
15. All appointments will be ratified at a Board of Trustees' meeting.
16. The 'Appointments Panel' shall be briefed by the Principal on the importance of confidentiality. All application forms and supporting information, including scoring documents, shall be kept for two weeks, in case of a review. Thereafter, they will be disposed of.
17. Any potential conflict of interest should be identified and evaluated at any point in the appointment process. If necessary, advice from the School Trustees' Association will be sought.
18. In the event of the appointment of the Principal the committee will be chaired by the BOT chair with other Board/ staff members co-opted as decided. A Principal Advisor will also be co-opted.
19. The committee will negotiate travel and accommodation expenses with each applicant.
20. Application forms for all staff will state that an appointment will be subject to a satisfactory certification and/or police vet check, as well as an identity and qualifications check. This form also asks them to provide information about previous convictions. The preferred applicant for Support and Ancillary staff positions will complete a police vet form. On return of a clear vet to the Principal, the vet form will be destroyed or handed to the employee.
21. In the event of a police vet returning with a 'Red stamp', the Board will;

investigate the police concern in-committee, providing opportunity for the applicant to provide further explanation and/or witnesses. The Board will consider each case on a case by case basis taking into account the nature, circumstances, sentence, age when offence occurred, societal conditions, time since offence and nature of the preferred applicant's work. The process, case and outcomes will be documented by the Board in writing and held on file.

#### **The Board considers any offences that involve;**

- Past history of sexual abuse of children; and/ or
- Conviction for any crime in which children were involved; and/ or
- History of any violence or sexually exploitive behaviour will disqualify an applicant from holding a position at school.

#### **The following offences will also disqualify office or cleaning staff from holding a position at the school;**

- Fraud; and/ or
- Burglary or similar related offences.
- If, after considering the nature of the individual's criminal record the board decides that it has no concerns, then the vet will be destroyed or handed to the employee. A record of the vet having taken place will be kept.
- If a criminal record does raise issues about the suitability of the applicant, the Board will consult with an NZSTA personnel/ industrial relations adviser.
- In the event that the Board considers an applicant unsuitable following the vet process, the information gathered will be destroyed or handed to the unsuccessful applicant.

22. For current employees undergoing a police vet, the process above will be followed in conjunction with NZSTA adviser.
23. Exit interviews will be undertaken with all leaving staff by the principal. The exiting staff member will also be provided with the opportunity to have a Board member present if they wish. The outcomes of all exit interviews will be summarised and tabled by the Board in committee.

#### **Related Documents**

- Appointment policy
- Appointments and Recruitment Safety Checks

#### **Legislation**

- Collective Agreements
- Vulnerable Children Act 2014
- NZ Police Licensing and Vetting Service
- Privacy Act 1993

Review: November 2023