

## OKAIHAU COLLEGE POLICY: APPOINTMENTS

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### **Rationale**

The quality of staff has a critical impact on the quality of the education provided by the school.

### **Purposes**

1. To provide consistency and impartiality in the making of appointments.
2. To ensure that the equal employment opportunity requirements of Board policies and of legislation are met.
3. To ensure that the New Zealand and local curriculum objectives are met.

### **Guidelines**

1. All appointments to positions in the school will comply with the relevant awards.
2. The entire Board will be involved in the recruitment, selection and appointment of the Principal.
3. The Chairperson and/or nominee/s will represent the Board in the interviews for permanent appointments to positions which hold Permanent Management Units.
4. For all other vacancies the Principal has discretion as to the appropriateness of an Appointments Committee.
5. The Board will ensure that provision is made for this policy in the budget, which is to be used at the Principal's discretion.
6. Job descriptions and timeline will be available for all vacancies when positions are advertised.
7. Referee reports or references will be requested with all positions advertised.
8. All those involved in the appointments process will respect the confidentiality of every application to this school and its accompanying referees' reports, written and verbal.
9. Internal and external appointments will be treated with equal importance.
10. No external appointments will be made without an interview.
11. Interviews will be held if a shortlist is established. (At times an interview will not be necessary if the appointment is internal, and there is only one applicant.)
12. Shortlisting and subsequent appointment for all senior positions (any positions holding four or more Management Units) will be undertaken by the Principal and Appointments Committee (as decided by the Board).

### **Conclusion**

The appointment of quality staff is critical to maintaining and enhancing the high quality of education at Okaihau College.