

# STELLA MARIS CATHOLIC SCHOOL

## POLICY: STAFF APPOINTMENTS

### PURPOSE

1. To ensure that the Special Character of the school 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 Gazette or other national paper 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** will be made by the Principal in consultation with the Associate Principal/s, Team Leader and ratified by the Board of Trustees.
- The appointment of **Support Staff** will be made by the Principal and Associate Principal/s, Team Leader, and ratified by the Board of Trustees.
- **Short Term relieving** positions will be made by the Principal and Associate Principal/s, Team Leader, and ratified by the Board of Trustees.
- **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 BOT meeting.
5. 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.
6. 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.
7. 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.
8. Notification of appointment will be sent to the Catholic Integrated Schools' Board, for teaching staff, and to the salary service centre for all staff.

## Appendix Police Vetting

### **Procedures for Police Vetting.**

#### **What do we do with the vet once we have it?**

1. 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.
2. The board may not take adverse action in relation to a person who is the subject of a police vet until:
  - i. the person has validated the information contained in the vet; or
  - ii. the person has been given a reasonable opportunity to validate the information, but has failed to do so within a reasonable period.

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3. The result of a police vet may raise employment issues and it is up to the board, as the employer, to decide if the information gained indicates that they must act. Care must be taken that a fair process is followed if the board is considering any action.
4. If the vet does not reveal any criminal offences or concerns by the police, then the vet will be handed to the employee or contractor and stored in the individuals personnel file. An email is received from the Police Vetting Agency to declare any offences.
5. If the vet reveals criminal offences or concerns by the police then consideration needs to be given as to whether the information should affect employment at or access to the school. Every situation is different and should be discussed with an NZSTA personnel/industrial relations adviser before any action is taken. Some of the factors that may be looked at are:
  - a. How serious was the offence?
  - b. How long ago was the offending?
  - c. Has a sentence been served or are they still doing PD or community service?
  - d. Was it a one-off offence or is there a pattern of offending?
  - e. What is the employee's/contractor's role in the school? How does the type of offence relate to it?
  - f. The concerns raised by a "Red Stamp"? (a "Red Stamp" indicates police have concerns about the person working with children)
6. If after considering the nature of an individual's criminal record the board decides that it has no concerns, then the vet will be handed to the employee/contractor. A record of the vet having taken place must be kept.
7. If a criminal record does raise issues about the suitability of the person in their role at the school then consult with an NZSTA personnel/industrial relations adviser on the correct procedure to follow in each case.

### **Safeguarding privacy**

1. The information gained in the vet is confidential and should be treated in the same way as an employee's personnel file. Access is restricted to the board (as employer), the principal (as chief executive), and any employee tasked with handling the information.
2. While the result of a vet is being considered it is locked into each individuals personnel file.
3. Care must be taken to ensure that employees dealing with incoming mail know that police vets occur and that a letter marked as "*confidential*" should only be opened by the person it is addressed to. All emailed vets are addressed to the school administrator.
4. The information must not be retained longer than is required but you need to keep a record that the vet has been undertaken.

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## POLICY REVIEW DATE

This Policy will be reviewed according to the Board's Effectiveness Review Programme

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date