



**Westbridge Residential School  
and Halswell Residential College**



**Combined Board of Trustees**

**STAFF APPOINTMENTS POLICY**

All positions must be advertised in accordance with the terms of the relevant employment agreements.

All teaching positions of at least a one-year tenure, including long term relieving and fixed-term positions, must be advertised nationally. All permanent positions must be advertised in a transparent manner.

All positions must take account of equal employment opportunities and all other relevant legislative requirements, and which ensures that the best person suited to the position is appointed.

Only registered teachers are employed for curriculum teaching duties. Teachers who have applied to the Education Council for registration may be appointed to a teaching vacancy, subject to the registration being granted. The principals must understand the requirements associated with teachers whose registration status is 'Subject to Confirmation' or 'Limited Authority to Teach'.

**Process**

The advertising of all permanent appointments must be approved by the Board prior to advertising unless a consequential vacancy arises, which can proceed without Board approval. A consequential vacancy means a vacancy resulting from an internal appointment to a different position. All appointments made will be reported to the Board at the earliest possible opportunity.

Staff appointments to all positions, teaching and non-teaching, are conditional upon a satisfactory children's-worker safety check. Because a Practising Certificate may have been issued up to three years previously at the time of the last renewal of the Practising Certificate, all teaching staff appointees must also be subject to a current satisfactory safety check. Every contractor, or the employee/s of a contractor, who has or is likely to have unsupervised access to students must also have a safety check.

For all advertised vacancies, a job description will be prepared and made available to all potential applicants. This job description will outline the duties/activities relating to the position, and the line of responsibility/accountability.

**Positions**

The principal will provide an application form, which will include space for personal details, qualifications, experience, referee contact details, registration details and

health/criminal offending declarations. Applicants will also be advised to provide concise curricula vitae. For all vacant positions, referee comments will be required. Applicants should be advised that the Board may seek further information from people in addition to the nominated referees. Thorough referee checking is required. The criminal offending declaration should require details of previous offending.

The Board is responsible for the appointment of the principals. If a principal's position becomes vacant, at the next meeting the Board will establish a process leading to the appointment of a new principal. This must involve the whole Board, or if the Board resolves, an Appointments Committee of the Board, and would likely include some form of external human resource advice. The principal will be a New Zealand registered teacher or be eligible for New Zealand teacher registration.

For senior teaching leadership positions, (Associate Principal at HRC and Deputy Principals at WRS) and equivalent positions for non-teaching staff, the Board and the Principal will establish a process for this appointment. An Appointments Committee of the Board must be set up comprising one or two Board members and principal.

All other appointments will be delegated to the principals. The principals must follow the general appointment requirements outlined above.

### **Salary Units**

Salary Units must be allocated in accordance with the schools' Salary Units Procedure, and must comply with the requirements relating to the allocation of units outlined in the Primary Teachers' Collective Agreement. The principals are required to ensure that units are allocated in a fair and equitable manner, and fairly represents the responsibilities/duties of the teaching staff. Any proposal to reorganise the allocation of permanent salary units must be approved by the Board and must take account of the conditions of employment outlined in the relevant employment contracts.

Notwithstanding the delegations outlined above, the principals may request Board involvement in any appointments. Similarly, if particular undefined circumstances arise, and following discussion with the principal, the Board may become involved in an appointment which would normally be delegated to the principal.

All offers of appointment must be in writing and must include all legally required appointment information.

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