

Hauraki Primary School Policy Document

Appointment of Staff

Rationale

The Hauraki School Board (the Board) will appoint appropriately trained and qualified staff to all teaching and non-teaching positions through a fair recruitment process to ensure a high-quality learning environment.

Purpose:

The safety, wellbeing and security of students is the first and paramount consideration of Hauraki school. To ensure that every student at Hauraki School is able to achieve their highest possible standard, we will:

- appoint the most suitable applicant to the role
- adhere to the School Charter
- comply with all relevant legal requirements, including those set out in the Education and Training Act 2020, and the principles of being a good employer
- comply with the terms of the current Collective Teachers Contract.
- appropriately vet staff, contractors and volunteers who have substantial and unsupervised access to children

Guidelines

1. The Board will appoint sufficient teachers to maintain the student/teacher ratio specified by the Ministry of Education and sufficient teaching and non-teaching staff to meet our Charter objectives and requirements within the budget constraints.
2. The Board, as the legal employer of teaching and non-teaching staff, will appoint the principal and other senior staff including the deputy principal and associate principal.
3. The Board may delegate the recruitment and appointment process of other teaching and non-teaching staff to the principal and senior management and may be represented in appointment committees (the committee), normally through the Board's staff representative.
4. Vacancies for permanent positions will be advertised nationally.
5. In making recommendations for appointments, the committee may consider the overall mix of staff in the school and the desirability of maintaining a mix of different experiences, skills, and levels of experience. However, for every appointment, the Board expects the most suitable applicant to be appointed without exception.

6. As part of the appointment process, the committee will appropriately vet staff, contractors and volunteers who have substantial and unsupervised access to children through the Police Vetting Service to assess whether a person would pose a risk to the safety of children. The information returned in a police vet is not limited to charges and charges and convictions. It will include any information that the police deem relevant to the role being vetted, with a level of substantiation based on to the level of risk that the role may pose.
7. The committee must complete a risk assessment of information in a police vet to ensure that the safety of children is the paramount consideration. If the committee is unsure whether the information provided in a vet indicates that the person is safe to work at Hauraki school, the Board must be notified, and further investigations undertaken. It is noted that a person who has been police vetted must be allowed to see the results and have the opportunity to correct anything that isn't accurate.
8. In reviewing the police vet, the committee must take into account:
 - the relevance of the information and risk to the role being vetted for (e.g. whether there are any matters relating to children or other vulnerable people),
 - the nature and severity of the information (e.g. whether the individual was charged, acquitted, convicted or required to complete an educational program),
 - whether there is a pattern of similar information,
 - the individual's age at the time the relevant matters occurred,
 - the amount of time that has passed since the relevant matters occurred,
 - the individual's conduct since the relevant matters occurred,
 - any other aggravating/mitigating factors.
9. The school not required to request a police vet for a teacher, including a principal or relief teacher, who has been issued a current practicing certificate or limited authority to teach (LAT) by the Teaching Council of Aotearoa New Zealand.
10. The principal will recommend permanent appointments to the Board and the Board will ratify those appointments.
11. The name of the successful applicant will not be released until acceptance has been confirmed. All applicants will be notified as soon as possible after a decision has been reached.
12. The confidentiality of all applications and information concerning applicants will be respected. Personal information of unsuccessful applicants (including referees' statements) will be destroyed or returned on request when the position is filled.

Signed: 

Presiding Member of the Board

Date: 17/9/23

Review Date: TERM 3 2026

Related policies

- Equal Employment Opportunity
- Child Protection