



Waitakere Seventh-day
Adventist School

Educating for Eternity

STAFF APPOINTMENT POLICY

OUTCOME STATEMENT

The most suitably qualified persons who are best suited to the position are appointed through a fair and sound appointments process that meets the legislative requirements of a good employer.

The values and Special Character of our school must be maintained with integrity in appointing and dismissing staff.

The Board of Trustees is responsible for appointing staff to ensure that the school runs as efficiently as possible within legal requirements.

SCOPING

- 1 To ensure that the appointment process selects the most suitable applicant for the position.
- 2 To ensure confidentiality of information about applicants.
- 3 To provide processes where all applicants are notified of the decisions of the Board of Trustees.
- 4 To outline procedures for filling a vacancy, whether teaching or non-teaching.
- 5 To ensure that the school is a safe environment for all stakeholders.
- 6 Police vetting is a screening process, not a selection criteria.

EXPECTATIONS AND LIMITATIONS

In approving staff, the Board of Trustees must observe the following:

- The Vulnerable Children Act 2014
- The Board will use the vetting process set up by The Education Council of New Zealand.
- All registered teachers have already been vetted throughout the registration and provisional registration process.
- The schools Integration Agreement.
- The goals and objectives outlined in the school's Charter.
- The proprietor's responsibilities to ensure the preservation of Special Character.
- All teachers appointed must be registered.
- The need for competent teachers to fulfil curriculum requirements of the school and special needs of pupils.
- The need to be just and equitable to all applicants.
- All permanent 'tagged' staff positions advertised via the National SDA Schools office, and nationally.
- Where disciplinary steps for teaching and support staff are required these will be the responsibility of the Principal in the first instance.



All recommended steps as outlined in the above-mentioned documents will be observed in full. The Board of Trustees will be notified of all such actions.

- In the event of dismissal being required, then the Board of Trustees and the Principal will take extreme care to see that procedures are followed precisely. (As outlined by the School Trustees Association.)
- The Vulnerable Children Act 2014 requires safety checks to be carried out on all teaching and non-teaching staff.

BROAD GUIDELINES

A. VACANCIES

- 1 The principal will notify the Board of Trustees and the NZ SDA Schools Assn Education Director of any vacancy.
- 2 The principal, in consultation with staff and chairperson or nominated representative of the Board of Trustees and the NZ SDA School Association, will prepare a job description of each vacancy, and advertise it nationally through church and other agencies.
- 3 Advertisements will adhere to the EEO guidelines.

B. SELECTION PROCEDURES

- 1 All applicants will be treated confidentially.
- 2 Short - listing procedures will match the applicants against the person specification and job description.
- 3 All appointed personnel to work in the school must be police vetted.
- 4 All applicants must sign a declaration form stating that they have provided all relevant information and have not with-held any significant information.
- 5 Eligibility and checking of Referees reports will be carried out on short listed applicants only.
- 6 Only the Principal, Chairperson and Appointments Committee Members, are to have access to applications.
- 7 In cases where interviews are held, the questions will be prepared beforehand and procedures for each interview established. (e.g. Who asks what, allotted time etc.)
- 8 Applicants may have group support interviews if they desire. Consideration will be given to ethnic customs. (e.g. Whanau interview).

APPOINTMENT

The board needs to be certain that the successful applicant for a teaching position holds a current practicing certificate or LAT and relevant teaching qualifications. In particular we will:

- Sight copies or originals of all documents provided in support of an application, including practicing certificate (registration) or an authorisation letter from The Education Council of New Zealand.



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- Check the Teachers Council online register to see if there are annotations or notes we should know about.
 - Sight all copies of immigration documents for overseas teachers.

 - Sight some photographic proof of identity such as a driver's license or passport.
1. The Board of Trustees will set up an Appointments Committee consisting of:
 - a. The Principal
 - b. The Chairperson and/or other Board of Trustees Member

No applicant shall be offered a position without the consent of the Board of Trustees or its Chairperson and the NZ SDA Schools Assn Education Director. Where consent of the Chairperson only, has been obtained, the BOT will need to approve the appointment at its next meeting.

2. For basic scale and Year one teachers, the Principal may make the appointment in consultation with his/her appropriate Senior Staff, and with the consent of the Board of Trustees Chairperson. Any such appointment will need to be approved at the next Board of Trustees meeting, after discussion with the NZSDA Schools Assn.
3. Day to day relieving teaching staff will be appointed by the Principal and long-term relievers will be approved by the Principal and Board of Trustees.
4. Non-teaching staff will be appointed by the following:
 - a. Caretaker cleaners and Grounds person - Principal
 - b. Ancillary Staff - Principal
5. An applicant will not be deemed to have been appointed to the staff until he/she has accepted the offer of the position.
6. No person involved in making an appointment, whether a Board of Trustees member, the Principal, or a member of the Appointment Committee shall act as referee for an applicant.
7. All discussions of an appointments committee, or by the Chairperson or Principal with applicants are confidential to them. No information about candidates or voting is to be discussed with any other person(s).
8. The chairperson of the Board, or a delegate, will endeavour to notify and thank all applicants as soon as possible after a decision has been reached, and all CV's returned.

LEGISLATIVE COMPLIANCE

[Collective employment agreements](#)

[Employment Relations Act 2000](#)

[Education and Training Act 2020](#)

[Privacy Act 2020 \(takes effect 1 December 2020\)](#) - repeals and replaces the Privacy Act 1993

[Children's Act 2014](#)

[Public Sector Act 2020](#)

[Human Rights Act 1993](#)



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29/11/2023

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29/11/23

PRINCIPAL

DATE

CHAIRPERSON

DATE

RATIFIED BY BOARD: 29/11/2023

NEXT REVIEW DATE: Nov 2026