



St Peter's College

School Policies and Procedures

Staff Selection Procedure

Rationale:

The school management recognises its responsibility to appoint the most appropriate staff members in line with the ethos of the school's Special Character and Charter while ensuring the school is an Equal Opportunity Employer.

Objectives:

To ensure the interests of Special Character are safeguarded in staff appointments

1. To ensure appointment and good employer practices are within the law
2. To ensure vacancies are filled to best satisfy whole school curriculum needs
3. To ensure attempts are made to attract the best applicants to apply

To provide equal access, consideration and encouragement in areas of recruitment, selection, promotion, conditions of employment and career development

Guidelines:

1. The Principal, in consultation with the HELA's, determines the staffing needs of the school.
2. All permanent teaching positions will be advertised in the Education Gazette.
3. Applications and referees' reports for all permanent positions have to be made on our own proforma
4. Applicant's CVs, completed proforma and other information will be made known and confidentially available to the relevant HELA, or other more appropriate staff member and all Board members prior to the appointment.
5. The Board or Principal may choose to seek outside assistance in making appointments.
6. Appointment of a Principal is a matter for the whole Board.
7. The Board typically delegates responsibility for other appointments to the Principal.
8. If an appointments committee is formed by the Board, the Principal is always a member
9. When tagged positions are being filled, procedures from the publication *Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools 2016* will be followed.
10. The Principal will typically seek the assistance of appropriate staff members (usually the HELA) when making appointments.
11. All teaching staff appointed to the College for periods longer than six weeks will be fully trained, qualified and registered or provisionally registered. If an unregistered person is employed for a period of less than six weeks, a registered teacher will be responsible for supervising the work of that person.
12. Guidelines for teaching staff are found in individual or collective employment contracts and any St Peter's College Board of Trustees by-laws.
13. Disciplinary matters shall be dealt with according to the appropriate employment contract.

Review: This procedure will be reviewed according to the Board of Trustees triennial programme of self-review.

Reviewed: August 2019