
Macleans College - POLICIES & DIRECTIVES

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Staff Appointments

RATIONALE:

The Macleans College Board of Trustees recognises that student learning will be enhanced by staffing the school with skilled and qualified teachers and support staff to meet curriculum objectives.

1 PURPOSES:

- 1.1 To ensure that the needs of students and their learning are given full consideration when planning, developing and implementing teaching and learning programmes for curriculum implementation.
- 1.2 To ensure that the special nature of a whanau house school is maintained and nurtured.
- 1.3 To ensure that the day to day running of the school proceeds effectively and efficiently.
- 1.4 To ensure that a well managed recruitment process will help ensure that the most appropriate appointments are made.

2 APPOINTMENTS POLICIES

- 2.1 The BOT of Macleans College in its appointments policy recognises and accepts its responsibilities under statute and under the school Charter.
- 2.2 The prime criteria for appointment will be meeting the learning needs of the students.
- 2.3 The person "best suited" will be appointed to any vacancy but the Board of Trustees reserves the right to make no permanent appointment. The person appointed must have recognised qualifications so as to be capable of becoming registered by the New Zealand Teachers' Registration Board.
- 2.4 The school's Equal Opportunities Policy will be the base document for the school's Employment Policy.

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2.5 All full time permanent positions will be advertised as follows:

Teachers:	The school website, Education Gazette and perhaps Eduvac, Sunday Star Times, daily newspapers, local suburban papers and overseas (eg Times Educational, UK)
Non teaching staff:	Local and perhaps national newspapers

2.6 The Board of Trustees adheres to the guidelines of the New Zealand Teachers' Council in their appointment of teachers.

COMMITMENT:

The Macleans College Board of Trustees will staff the school with skilled, trained professional teachers and support staff to meet curriculum objectives through a well planned and managed recruitment process which ensures that the most appropriate appointments are made.

3 APPOINTMENT PROCEDURES

3.1 The Subcommittee

The Board has final responsibility and accountability for all appointments. The Board makes all appointments unless the power to appoint has been specifically delegated. Delegation can be given by the Board to a Board Personnel Subcommittee who would be responsible for the appointment of all positions that have management unit responsibility 1-4 (see below) and to the Principal, alone, who will include relevant staff to assist in appointing assistant teachers and non-teaching personnel (see below). At the conclusion of the appointment process, the Personnel Subcommittee shall inform the Board of the appointment it has made.

3.2 Vacancies and Advertisements

- a) The Principal is to notify the Board chairperson of all resignations and vacancies. Copies of letters of resignation are to be sent to the Board chairperson as well.

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- b) The Principal is to make recommendations to the Personnel Subcommittee and the full Board on all teaching vacancies in respect of job description, tenure, MU strategy, remuneration, commencement date, and advertisement design and placement.

4 Appointments

4.1 Principal, Associate Principal, Deputy Principals, Finance Manager

For the appointment of the above positions the Personnel Subcommittee may consist of as many members of the Board as possible given the desirability whenever possible of consistent availability of all subcommittee members throughout the appointment process. However, the absence of one or more members of the subcommittee from any meeting of the subcommittee during the appointment process shall not invalidate any subsequent appointment subject to the terms of clause 2.1 hereof. At the commencement of the appointment process, a timetable guide must be agreed by the subcommittee that balances the need to do a thorough job with the need to fill the vacancy as quickly as possible.*

Note A

4.2 MU4, Faculty Heads and Whanau House Leader Positions

For the appointment of the above positions the Personnel Subcommittee shall consist of the Principal, not less than one other member of the Board (and for House Leader positions, not less than two members of the Board of Trustees) and also include senior members of the Senior Management Team (SMT) and the staff representative on the Board. The subcommittee shall prepare a short list of applicants for interview by the subcommittee.*

Note B

4.3 MU1, MU2 and MU3 Positions

For the appointment of the above positions the Personnel Subcommittee shall consist of the Principal and include appropriate faculty and department heads and members of the senior management team. The subcommittee shall prepare a short list of applicants for interview by the subcommittee.*

Note C

4.4 Assistant Positions

The subcommittee will consist of the Principal alone, and he/she will seek advice and assistance from relevant staff during this appointment process. For example appropriate faculty heads may interview applicants and, if the Principal so requests, prepare a shortlist for interview by the Principal and for example, the faculty head.

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Note A, B, C (above) There could be occasions where the recommendation of the Principal (see 3.2b) is for a position, which may not be an actual vacancy, and could be advertised internally as a regraded position. The Board Personnel Subcommittee would convene and if they support the Principal's recommendation they would seek full Board approval for whatever process of appointment is to be utilised.

5 Notes

- 5.1 All teaching positions in the school carry a job description and the criteria for appointment is based on this. All advertisements will state that the successful applicant for any position must involve him or herself in the co-curricular life of the school and uphold and enhance the unique values of the school.
- 5.2 Where during any appointment process the subcommittee, with the Board's approval, requires advice from outside the school to assist the appointment process, the Subcommittee will, where appropriate, seek such advice from specialists in the field of education.
- 5.3 Job descriptions for all positions above MU4, MU3, MU2, MU1 and assistant teachers shall be approved by the Board before being handed to applicants. (See 4.1)

6 Non-teaching Staff

- 6.1 The Principal is to advise the Personnel Subcommittee and full board of the need to appoint additional or replacement staff.
- 6.2 For the appointment of the above positions the Personnel Subcommittee, of which the Principal will be a member, will also include the Finance Manager and/or Property Manager of the school. The subcommittee shall prepare a shortlist of applicants for interview by the subcommittee.*

7 Definitions

The terms "Principal" and "Board Chairperson" shall include the acting principal and acting board chairperson as appropriate.

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