

ST JOSEPH'S SCHOOL TIMARU APPOINTMENTS PROCEDURE & OVERVIEW



The school Board of Trustees is an Equal Opportunities Employer and has a procedure to this effect. Appointments will be made without prejudice to age, race, marital status, dependants and moral beliefs excepting that attitudes must be compatible with the special character of the school.

Therefore, the overriding principle for any appointment will be “the best person for the job.”

The Board of Trustees recognises the appropriate Primary Teachers’ Award.

An appointments sub-committee will be responsible for shortlisting and interviewing candidates. This committee will consist of at least two Board of Trustee members (one of whom is a Bishop’s Representative), the Principal and an appropriate senior staff member. Its recommendations will be taken to a full Board of Trustees for the final appointment to be made.

1.0 APPOINTMENT OF PRINCIPAL PROCEDURES

The incumbent Principal will be replaced on the appointments Sub-Committee by a third Board of Trustee member.

- 1.1 An application period will be decided upon, being no less than two weeks and no more than four weeks, from the final advertisement of the vacancy. Closure date of the vacancy will be specified in the gazetted Notice of Vacancy.
- 1.2 No late applications will be considered. All applications will be immediately acknowledged in writing.
- 1.3 Commencement date will be at the beginning of the school term unless the Board of Trustees gives a specified commencement time in the Gazette notice or by consultation with the new appointee.
- 1.4 Job descriptions and criteria for appointment will be available to all genuine enquirers during the application period.
- 1.5 The application must be accompanied by a Curriculum Vitae and nominations from at least two confidential referees. Such referees may be forwarded a Board of Trustees approved referees’ form for completion.

- 1.6 The Board of Trustees has the right to make such confidential enquiries as to the suitability of each candidate as it sees fit.
- 1.7 As the position of Principal is a tagged position, applicants must complete an "S" form which the appointments committee will pass on to the Catholic Education Office for notice of suitability.
- 1.8 The Board's Sub-Committee will short list a number of selected candidates; not more than four, for interview purposes. The final preference rankings of the applicants interviewed is to be made by consensus.
- 1.9 Remuneration will be subject to the Primary Teachers' Awards Provisions and/or Ministry of Education criteria and future negotiation.
- 1.10 The preference ranking list and the appointment will be made by the full Board, or quorum, as soon as possible after the interviews. A special meeting of the Board can be convened for this purpose.
- 1.11 All interviews will be held on the same day whenever possible. The interviewing personnel is to remain the same for each interview.
- 1.12 The Board Chairperson will advise the successful applicant as soon as possible after the board has reached its decision.
- 1.13 The successful applicant must notify the Board of Trustees within five days of their acceptance or non-acceptance. Written confirmation of the appointment will then be forwarded to the Appointee on this advice.
- 1.14 In the case of non-acceptance, the Board of Trustees Chairperson will notify the next applicant on the ranked list immediately. All applicants will be advised in writing of non-appointment using a standard form letter, as soon as acceptance from the successful applicant has been received by the Board.
- 1.15 In the case of non-suitability of all applicants, the position will be re-advertised.

- 1.16 The Board of Trustees has the right to invite any additional person/ persons to assist them in the selection process and/or the interviewing of candidates. That person would be required to be present at each interview.
- 1.17 The community will be advised as soon as possible of the Board's decision.

2.0 DEPUTY PRINCIPAL/ASSISTANT PRINCIPAL PROCEDURES

All procedures as for the appointment of the Principal will be followed, excepting:

- 2.1 The Principal will be involved in the Appointments sub-committee for selection and interview purposes.

3.0 SENIOR TEACHERS AND BASIC SCALE STAFF INCLUDING PART-TIME TEACHERS

Procedures will be as for the Principal but not including clause 1.0. In respect of 1.12, this role can be undertaken by either the Board Chairperson or Principal.

- 3.1 The Principal will assume the functions of the Board of Trustees with regard to the selection and initial notification procedures.
- 3.2 If the position advertised is a tagged position, each applicant must complete an "S" form which will be passed on to the Catholic Education Office for notice of suitability.
- 3.3 The Principal and relevant senior teacher will select and shortlist no more than three applicants and then consult with the Board of Trustees Appointments Sub-Committee.
- 3.4 Written notices of appointment or non-appointment will be signed by the Board of Trustees Chairperson.
- 3.5 The application period will be three weeks as stipulated in the Education Gazette, unless at the discretion of the Principal, the advertisement of the vacancy states otherwise.

- 3.6 If necessary, interviews will be called for and conducted as referred to above.
- 3.7 Part-time or long-term relieving positions may be advertised in the local newspapers.
- 3.8 The Board of Trustees will endeavour to make an appointment within a month of the closing date. If there is any undue delay, candidates will be advised.

4.0 BEGINNING TEACHERS

Procedures as for Basic Scale staff.

- 4.1 The School and Board of Trustees recognises its responsibility to develop professional guidance programmes for all beginning teachers. For First Year Beginning Teachers, five hours per week will be set aside for development purposes. This will be reduced to 2.5 hours in Year 2. The time can be used by them and their tutor as the school sees fit.

5.0 ANCILLARY STAFF PROCEDURES

The Board recognises the relevant Awards for Teacher Aides, Secretaries, Cleaners and Caretakers.

- 5.1 The Principal will advertise vacancies, select the most suitable applicant in consultation with an appropriate Board of Trustees sub-committee.
- 5.2 The Board of Trustees will confirm in writing the appointment or non-appointment of all applicants
- 5.3 Job descriptions will be available on request.
- 5.4 Work history reports and previous employer recommendations and/or references, will be required.

6.0 **GENERAL PROCEDURES**

6.1 **VENUES FOR ANY INTERVIEWS** will be at the Board of Trustees discretion. They may act on advice of co-opted representatives or on the Principal's advice in certain circumstances.

6.2 **TRAVEL AND ACCOMMODATION ALLOWANCES** up to current Public Service Rates may be granted at the discretion of the Board.

6.3 **FINAL APPROVAL OF ALL APPOINTMENTS EXCEPTING RELIEVERS** rests with the Board of Trustees. All relievers, daily or long term up to a school term, will be appointed by the Principal.

Reviewed: October 2018

Next Review Date: 2021

Resource Manager
BOT CHAIRPERSON