



MARIAN SCHOOL BOARD OF TRUSTEES

STAFF APPOINTMENTS POLICY

PURPOSE

To establish procedures for the appointment of quality staff at all levels of the school in accordance with the Charter.

POLICY

1. The Board of Trustees will on all occasions act as a good employer.
2. Appointments will be made in accordance with appropriate Awards and Agreements.
3. Appointments will be made in accordance with the principles of Equal Employment Opportunities (EEO).
4. All applications for employment will be treated confidentially in accord with the Privacy Act.
5. Appointments of relieving positions or ancillary support staff will be made by the Principal for positions up to a year without advertising, and will be notified to the Board.
6. Appointments of permanent ancillary support staff will be made by the Principal in consultation with the Staffing Committee.
7. Recommendations of the appointment of all permanent teachers, other than the Principal, will be made to the Board by the Appointments Committee set up by the Staffing Committee.
8. The Board may chose to empower the Appointments Committee to appoint a teacher following the interview procedure. The Board will be formally advised of the new appointment at its next monthly meeting.
9. The appointment of the Principal will be made by the Board of Trustees.
10. All unsuccessful applicants will be notified in writing. All curriculum vitae will be returned.
11. Marian School will employ provisionally registered or fully registered teachers and relieving teachers, except in the case of teacher-aides and Kaiawhina. When there is no registered teacher available for relief teaching, the school may employ a person who has "limited authority to teach".
12. Appointments will be made in accordance with the Special Character of the School as outlined in the Integration Agreement.
13. All potential employees will be subject to police checks in accordance with the Education Act

REVIEW

This policy will be reviewed by the Staffing Committee triennially.

APPROVED 20 March 2007

Board of Trustees Chairperson: