



## **GOVERNORS BAY SCHOOL**

### **APPOINTMENT PROCEDURES**

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#### **PURPOSE:**

When a vacancy arises in Governors Bay School, the Board will adhere to the following procedures.

#### **PROCEDURES:**

##### **PERMANENT POSITIONS AND LONG TERM RELIEVING POSITIONS**

1. When a vacancy for a permanent full-time position, or a relieving position of one year or greater, arises the Principal shall recommend to the Board the wording of a suitable advertisement to be placed in a suitable nation-wide publication, for example, the Education Gazette. At the same time a suitable job description and person specification will be recommended.
2. The application period will be decided upon, being no less than two weeks and no more than four weeks from the date of publication of the advertisement for the vacancy.
3. No late applications will be received.
4. Commencement date will be at the beginning of the school term, unless the Board of Trustees negotiates otherwise with the successful applicant.
5. During the application period a copy of the job description, person specification, school's mission statement and general goals, and descriptions of the school and its community shall be made available to all genuine enquirers.
6. All applications will be acknowledged in writing as soon as practicable after their receipt.
7. The Board of Trustees will form an appointment committee as follows:-
  - For the Principal's position
    - the entire Board
  - For other senior positions
    - one member will stand aside from the appointment process in rotation in case there is a request for a review by an unsuccessful applicant.
  - For basic scale teacher positions
    - An appointment committee will be formed consisting of the Principal and three members of the Board of Trustees based around the Employer Relations Sub-Committee.
8. Any appointments committee has the right to invite any additional person to assist in the selection process and/or the interviewing of applicants. The person would be required to be present at each interview.
9. As soon as practicable after applications close the principal will make an initial shortlist of 15 applicants, then the appointment's committee will meet for the purpose of short-listing the applicants.

The following procedures will be as follows:-

- a) If any applicant is personally known to any member of the appointments committee he/she must declare his/her interest.
  - b) Each applicant's suitability will be assessed in terms of the criteria specified in the advertisement for the position, the person specification and the job description.
  - c) Each member of the appointments committee will award points for each of the criteria for each applicant based upon the information supplied in each application
  - d) When the above process is completed a shortlist of candidates will be compiled for interview purposes
  - e) The appointment committee will agree on a place and times for interviews, a format and a general range of questions to be asked.
  - f) The appointments committee has the right to make such confidential enquires as to the suitability of each candidate as it sees fit. Generally this would mean seeking a verbal or written report from any or all of the referees which may have been nominated by each applicant (as well as former employers if consent has been given). Upon reaching agreement on this matter, and on reaching agreement on a format for the referees' reports, the committee will need to set a deadline for receiving these which gives the referees' sufficient time to give a considered reply, but that ensures that referee's reports be received before interviews are conducted.
- 10) At the conclusion of the shortlisting process each shortlisted applicant will be notified of the arrangements for an interview.
  - 11) In the case of non-suitability of all applicants, the position will be re-advertised.
  - 12) Every endeavor will be made to hold all interviews within three days. (Although preferably in a shorter time span).
  - 13) During the interviews each candidate will be judged using a format similar to that used during the shortlisting process. The appointments committee will endeavor to reach unanimity as to the applicant to be appointed and to the second ranked applicant.
  - 14) The successful applicant will be notified orally as soon as possible after the appointments committee has reached it decision. This will be followed immediately by written notification.
  - 15) The successful applicant will be required to confirm his/her acceptance/rejection of the position in writing within 24 hours.
  - 16) Unsuccessful interviewees will be advised orally once we have an acceptance from the successful applicant.
  - 17) In the case of non-acceptance the next applicant on the ranked list will be notified immediately and will be required to confirm his/her acceptance/rejection of the position in writing within 24 hours.
  - 18) Upon receiving this acceptance all unsuccessful applicants will be advised in writing of their non-appointment.
  - 19) Each appointment shall be notified to the Board of Trustees.
  - 20) The community shall be advised as soon as possible of the Board's decision

#### **Variance from the above procedures**

#### **Principal's Appointment**

The incumbent Principal will be replaced on the appointments sub-committee by a community educator. In addition, other BOT members may join this sub-committee.

All applicants to a Principal position with a teaching component must be registered with the New Zealand Teaching Council.

An application period will be decided upon, usually 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 advertised with the job details.

The position will be advertised in the Education Gazette if it is of a year's duration or more. Relieving positions of shorter duration must be advertised locally.

**Support Staff**

- 1) The principal will advertise vacancies, select the most suitable applicant and then notify the BOT of the recommendation.
- 2) The BOT Chairperson will confirm in writing the appointment or non-appointment of all applicants.
- 3) Job descriptions will be available on request.
- 4) Work history reports and previous employer recommendations may be required.
- 5) All positions will be advertised through local sources.

**Beginning Teachers**

If the Board decides to employ a beginning teacher the following provision will apply:

1. The Board recognizes its responsibility to develop professional guidance programmes for all certificating teachers. For First Year Beginning teachers this will include five hours per week of professional development time for this purpose.

**III. Part Time Positions and Short Term Relieving Positions**

1. When a vacancy for a part-time position or a relieving position of less than one year arises, the Principal in consultation with the employer sub-committee shall decide whether it is necessary to advertise the position, or whether a suitable person is already available to fill the position.
2. Should it be necessary to advertise a vacancy, the general principles embodied in **Part I** above will be followed in making all appointments.
3. The Board will make the appointment having duly considered the recommendation of the Principal
4. The employment of day to day relievers will be at the discretion of the Principal.

**REVIEW STATUS:**

<i>Signed (BOT Chairperson)</i>	<i>DATE</i>	<i>REASON</i>	<i>REVIEW DATE</i>
	____ / ____ / ____	<i>BOT REVIEW</i>	<i>April 2010</i>
		<i>NEXT REVIEW</i>	<i>June 2012</i>