
Carmel College Operational Policy 11: Appointments

Special Character statement

Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.

Outcome statement

The best applicants are appointed through a fair, rigorous appointments process.

Scoping

To assist in the appointment of quality staff to any vacancy that may arise, appointment committees with expertise relevant to the vacancy will be selected to carry out the appropriate appointment procedures. In accordance with the regulatory requirements for safety checking under the Vulnerable Children Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with 07Op - Child Protection policy and procedures on safety checking, police vetting and screening.

Delegations

The Board delegates authority to determine the composition of the various appointment committees according to the schedule outlined below.

Appointment of the principal is the responsibility of the Board, which will determine the process and seek NZSTA advice. The interview panel will include a Proprietors' representative from the Board of Trustees and the staff representative on the Board.

Expectations and limitations

The principal must ensure that:

1. meet the requirements of the college's Integration Agreement in relation to tagged positions
2. appoint the best person for the job, taking into account each applicant's ability to support and role model the Special Character of the college
3. appointment of associate or deputy principals, Director of Religious Studies, head of departments/senior teachers will involve an appointment committee consisting of the principal, the Board chair (or delegate), a Proprietors' representative from the Board of Trustees and, at the discretion of the Board, a further trustee and/or the Business Manager.
4. unless determined otherwise by the Board, appointment of all other teachers, part-time teachers, long-term relieving teachers and non-teaching staff will be the responsibility of the principal and the relevant Head of Department or 'line' manager where deemed necessary
5. procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff.
6. appoint staff within the annual budgetary allocations.
7. ensure that any conflicts of interest on the appointments' committee are declared and committee members are replaced where a conflict of interest exists

8. ensure there is a documented appointments' procedure which provides for an efficient, fair and legally defensible appointments process aimed at recruiting and appointing quality staff for all vacancies
9. ensure that the appointments' procedure is consistently adhered to.

Procedures/supporting documentation

1. 07Op - Child Protection policy and procedures on safety checking, police vetting and screening.
2. Templates - application form, shortlisting matrix, interview matrix, reference checking matrix etc.
3. Appointments Procedures
4. Handbook for Boards of Trustees of NZ Catholic Integrated Schools.
5. State Sector Act 1988, Part 7A, Personnel Provisions in Relation to Education Service - for definition of general principles of good employer practice.
6. Carmel College's Integration Agreement.

Monitoring

The principal will include all appointments and resignations in the monthly Principal's report to the Board of Trustees.

Legislative compliance

[Collective employment agreements](#)

[Employment Relations Act 2000](#)

[Vulnerable Children Act 2014](#)

State Sector Act, 1988 and other Acts which apply, including the Human Rights Act and the Education (Update) Amendment Act 2017.

Date reviewed:	May, 2019	Next Review:	June, 2022
BOT chair signature:			