

## Matauri Bay School



### Policy

#### Appointments (Full – Time Position)

#### Purpose:

Teaching position appointments are covered by a number of regulations, and can be appealed against by an applicant who feels that proper procedures haven't been followed. Having a clear, non-discriminatory procedure and following it is the simplest way to ensure these obligations are met, as well as being fairest to all parties.

#### Guidelines:

The Board of Trustees is notified of the vacancy.

#### Preparation:

1. If it is a temporary position the board will leave the Principal to make a recommendation to the chair who will approve on behalf of the Board of Trustees.
2. A permanent position will need the selection of an appointments committee. This will most probably consist of the Chair, another trustee, the Principal and another Principal or senior teacher from outside. The Board might also decide to include a third trustee and or someone from outside the school who is recognised as having a particular expertise. When co-opting consideration will need to be given to meeting expenses, and in some cases, payment.
3. One person, called the secretary from here-on, who may or may not be on the appointments committee, will be delegated to ensure that the following steps are taken, consulting where appropriate.
  - \* The Job description will be reviewed and if need be, altered.
  - \* A person specification will be written, and an advertisement prepared.
  - \* Application Packs will be made up which will consist of: application forms, referees forms, job descriptions, person's specifications and information about the school. (With referee forms will be envelopes addressed to the school. The applicant will pass the form and envelope on to the referee i.e not a teacher, where this can reasonably be done.
  - \* A summary of the steps to be taken, and when they are to be taken by, will be given to each member of the appointments committee.
4. The closing time for applications will normally be noon three weeks from the appearance of the Gazette advertisement.

#### Shortlisting:

5. The appointments committee will meet not less than one week after this date in order to shortlist candidates. All members will be aware of the needs of strict confidentiality of all applications and the avoidance of hearsay and rumour.
6. The appointments committee will decide if all its members are to vote, at both shortlisting and final selection stages.

7. In order to assist the members to stay focused on the criteria which have been selected, the secretary may have prepared a matrix with the name of all candidates down the side and the important criteria along the top.
8. There are three possible outcomes of the shortlisting process:
  - a) No suitable applicant – re advertise
  - b) Only one suitable applicant.  
(No appointment should be made without an interview. If the outcome of this is satisfactory, confirm the appointment to the board and go to step 18.)
  - c) Or a number of suitable applicants.

**Interviews:**

9. Interviews are likely to be needed. A date(s) will be set for these. If Possible arrange the interviews on a school day so that the applicants will be seen in a school situation.
10. Questions for the candidates will be decided at this meeting. The questions will generally be open-ended, and few in number. After settling on the questions the appointments committee will discuss the sorts of answers they would hope to hear. The secretary will record these.
11. A decision will be made regarding travel cost for interviewees.
12. The secretary will contact the shortlisted applicants and make arrangements, if necessary for meeting them.
13. Either the secretary or the chair will phone referees. The outcomes of these calls will be reported to the rest of the panel on the day/s of the interviews.
14. The secretary will ensure that on the day of the interview that:
  - a) The room is set up in a relaxing and comfortable way.
  - b) Pens and forms made up with anticipated questions and responses will be supplied for each panel member.
15. Applicants will be welcomed on arrival by someone not on the interview panel. They will be taken to the interview when ready and introduced to each member of the panel and their particular role (eg 'trustee') explained. The chair will outline the procedure to be followed, including that there will be time at the end of the interview for the candidate to ask any questions or to mention anything that s/he feels might be important or has been missed.
16. Interviews will last up to 44 minutes. There will be a 15 minutes between interviews to enable panel members to make notes.

**Selection and Follow –up:**

17. When the interviews have finished, the panel will make their decision. This might take the form of a ranking – most suitable etc to unsuitable. If no-one is deemed suitable re-advertising will be needed.
18. Trustees not on the panel will be advised of the decision.
19. The successful applicant will be phoned and offered the position. It is likely that the applicant will want some time to consider the offer. If the applicant turns down the offer the panel will have decided in advance whether any other applicant will be suitable, and if so s/he will be rung.
20. All unsuccessful applicants will receive a letter thanking them for their interest and advising who the position has gone to. If the position was that of a scale A teacher then each applicant must also be advised of their right to review within 7 days of the receipt of the

letter. All documents (except referees reports) will be returned to the applicants. Travel expenses will be paid.

21. A formal letter of confirmation will be sent. It will include starting date.

#### **Notes and Glossary:**

- \* A **job description** outlines the duties of the position.  
Each person working in the school has one, which is regularly reviewed. It might be altered for the new appointment, or re-negotiated with a new appointee.
- \* A **person specification** describes the qualities that are being looked for eg ability to take extra responsibilities when needed.
- \* **Whanau interviews** are an option which applicants might choose and which the secretary should ask about when arranging interview times. If an applicant makes such a choice some re-arrangements may be necessary so it is important that the secretary understands what would be entailed. A decision will also be needed as to whether the panel will want to spend some time with the applicant on his/her own.
- \* There is some confusion as to the role of the referees so the school needs to make clear its requirements to them, which are:
  - \* Filling in the form and returning it to the school.
  - \* Advising whether they want the form returned to them or destroyed,
  - \* Being prepared to speak about the applicant by phone if the panel decides that would be helpful to them ie not all referees will be phoned.
  - \* It is **VERY IMPORTANT** that at least two members of the appointments committee make themselves familiar with the legal requirements of appointments in case there is a request for a review.
  - \* The section in the NZEI Service and Support Manual: [Appointments Guidelines](#) is very useful for beginning for such familiarising.

Adopted March 2014

(Replacing earlier policy, Pre May 1995)

Reviewed: