
Carmel College Operational Policy 1: Appointments

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.

Purpose

The purpose of this policy is to ensure the appointment of quality staff to any vacancy by the appropriate staff or Appointment Committees, ensuring compliance with current legislation, regulations and codes of practice and the upholding of the College's Catholic Character, with an emphasis on student safety.

This will be achieved through:

1. the composition of Appointment Committees shall be made in accordance with the Delegated Authorities.
2. acting as an Equal Opportunities employer ensuring consistency, transparency and fairness at all times. This will encompass the honouring of the Treaty of Waitangi and commitment to Biculturalism, with student, staff and whanau wellbeing being paramount;
3. employing robust appointment processes by;
 - using job descriptions and criteria as a basis for shortlisting applicants
 - vetting and contacting referees including Teachers Council registrations, police vetting all staff, verifying qualifications, identity checks and performance checking.
 - using the NZSTA resources, templates and support
 - interviewing by the Principal within the Delegated Authorities should ideally consist of an interview panel of three appropriate staff, including the Principal and ensuring the avoidance of any conflicts of interest in the selection of the interview panels.


To be read in conjunction with the following legislation:

- State Sector Act, 1988 and other Acts which apply, including the Human Rights Act and the Education (Update)Amendment Act 2017.
- Handbook for Boards of Trustees of NZ Catholic Integrated Schools.
- State Sector Act 1988, Part 7A, Personnel Provisions in Relation to Education Service - for definition of general principles of good employer practice.
- The terms of the Collective Agreements which cover the position.
- The Vulnerable Children's Act requirements.
- Carmel College's Integration Agreement.

To be read in conjunction with the following procedures:

- NZSTA and NZCEO guidelines and application templates
- ERO advice on recruitment and appointments
- Appointment procedures and delegations.
- Checklist for appointments procedure.
- Staff induction procedures.

Approved by the Board of Trustees at the meeting on 11 September 2017

Chair: 
Board of Trustees Chairperson (*Raymond Webb*)

REVIEW: Triennially