



POLICY: APPOINTMENTS

Purpose

The College recognises its responsibilities to appoint the most appropriate staff members in line with the ethos of the College's special character while ensuring the best applicants are appointed through a fair, rigorous appointments process.

Policy Objectives

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 Children's Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing College staff, whether core workers, volunteers or other. This policy is adopted in conjunction with Trinity Catholic College 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 appropriate external advice.

Expectations and Limitations

The Principal must ensure that:

- appointment of leadership positions will involve an appointment committee consisting of the principal, a representative of the Board and other relevant staff delegated by the Principal;
- an appropriately qualified person will be involved in any appointments that could be responsible for Catholic faith formation of students;
- 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 in consultation with the Board Presiding Member or delegate where deemed necessary;
- procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff;
- when tagged positions are being filled, procedures from the current publication *Handbook for Boards of New Zealand Catholic Integrated Colleges* will be followed.

In the case of Community of Learning Kāhui Ako membership:

- Staff appointed to the Community of Learning Kāhui Ako leadership role or the teacher across Colleges role must receive consent from the Board.

Monitoring and Reporting

Monitoring will occur through the regular principal's report to the Board of Trinity Catholic College.

Legislative compliance

[Collective employment agreements](#)

[Employment relations Act 2000](#)

[Children's Act 2014](#)

Ratified by Board: Signed for Board



Date: 7 December 2022

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| Responsibility: | Board of Trinity Catholic College |
| Reviewed: | December 2022 |
| Next review date: | December 2025 |
| Policy: | Appointments |

Related Documents

- Police vetting procedure
- Safety checklists
- Agreed templates