

## **DRAFT 3.01 Appointment of Permanent Staff**

### **Rationale**

The Board of Trustees has a responsibility to enhance teaching and learning by staffing the school with well qualified teaching and non-teaching staff, in order to meet the intent of the Charter, curriculum statements and acknowledge the Special Character of the College.

### **Purpose**

1. To appoint sufficient teachers to maintain at all times teacher-student ratios, within any limits or requirements specified by the Secretary for Education;
2. To appoint teaching and non-teaching staff to meet the New Zealand Curriculum Framework and curriculum statements as specified by the Secretary for Education;
3. To appoint teaching and non-teaching staff so that the College will reflect in its teaching and conduct the Special Character of the education it provides;
4. To appoint teaching staff, as provided for in the Integration Agreement and in accordance with the Handbook for the Board of Trustees of Catholic Integrated Schools (1995) to meet the Religious Education curriculum objectives.

### **Guidelines**

1. All staff appointed to teaching positions will be provisionally or fully registered / **certificated**, or have a limited authority to teach.
2. Equal Employment Opportunity procedures will be applied and demonstrated in appointment procedures, unless otherwise exempted by the Private Schools Conditional Integration Act (1975).
3. The process of appointing the Principal will be the sole responsibility of the Board of Trustees, who will take note of the requirements of Catholic Integrated Schools Board documents.
4. Appointments for the positions of:
  - Deputy Principals
  - **Director of Mission and Special Character**
  - Business Development / Director of Advancementwill be the responsibility of the Principal and Board of Trustees / Personnel Committee.
5. All other appointments are the responsibility of the Principal. The Principal may ask other staff members to assist with or delegate the interview and / or the appointment process.
6. When interviewing and appointing applicants, reference should be made to Appendix 1 - General Appointment Procedures and Appendix 2 - Additional Specific Appointment Procedures.
7. The most suitable person will be appointed to each position, but the Board and / or the Principal reserves the right to make no appointment.
8. Some positions at the College will be “tagged” positions in accordance with the terms of the Integration Act. Among these positions are those of : Principal, a Deputy Principal and **Director of Mission and Special Character**.

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9. All appointees will be required to sign a document stating that they recognise the Special Character of Liston College and that they will not act in any way that will inhibit the development of that Character.
10. All appointments will be ratified by the Board of Trustees.
11. Appointees to teaching positions will be required to make a commitment to the extra and co-curricular dimension of the school.
12. Upon acceptance of a teaching position, the appointees will receive:
  - the necessary job descriptions
  - the necessary administrative requirements
  - staff manual
  - information on where to access School Policies
  - an orientation
13. Where a staff member is absent, every attempt will be made to attract a relief teacher who is competent in the particular curriculum area in order to continue with the planned course.

### Conclusion

The appointment of skilled and competent staff is vital to fulfil the College's Charter objectives.

*Refer to Procedures : 3.01 Appointment of Permanent Staff*

### Adopted by Board of Trustees

Review Date: \_\_\_\_\_ Chairperson: \_\_\_\_\_

#### Reviewed:

20/2/01  
27/9/05  
31/7/07  
28/03/17

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<b>Next Review:</b> 2020 – every three years
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