



Sacred Heart
Girls' College
HAMILTON

POLICY 01 APPOINTMENTS PROCESS

The daily life of the college will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.

1.0 Purpose and Scope

To assist in the appointment of quality staff to a vacancy, appointment committees with expertise relevant to the vacancy will carry out the appointment process.

2.0 Guidelines

2.1 Appointment of the Principal is the responsibility of the Board of Trustees (the Board), and the Board will determine the process. The interview panel will include a representative from the Mission College Trust Board and the staff representative on the Board.

2.2 Therefore the Principal shall:

- meet legal requirements: reference/background checks, professional compliance check;
- meet the requirements of the College's Integration Agreement in relation to tagged positions;
- act as a good employer;
- 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;
- ensure that appointments to teaching positions hold current teaching registration;
- determine the composition of the various appointment committees according to the schedule outlined below:
 - a) Appointment of a Deputy Principal, Director of Faith and Mission, and Director of Religious Studies will be managed by the Principal on behalf of the Board. The interview panel will include a sub-group of the Board, one of whom shall be a Proprietor's representative, and the Principal.
 - b) Appointment of the Leader of Learning will be managed by the Principal on behalf of the Board. The interview panel will include a sub-group of the Board, one of whom shall be a Proprietor's representative, the Principal, and one member of the Senior Leadership Team (i.e. Principal, Deputy Principals and Director of Faith & Mission);

- c) Appointment of permanent teaching staff (both part-and full-time) will be managed by the Principal. The interview panel will include the Principal, and the relevant Leader of Learning, and must include one member of the Senior Leadership Team or Board of Trustees.
- unless determined otherwise by the Board, appointment of all other fixed term teaching staff and non-teaching staff will be the responsibility of the Principal. It is recommended that the Principal invite an appropriate advisor (for example a Senior Leader, Head of Faculty or Business Manager) to assist;
 - ensure that any conflicts of interest on the appointments committee are declared and committee members are replaced where a conflict of interest exists;
 - 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;
 - ensure that the appointments procedure is consistently adhered to.

REVIEW:

This policy will be reviewed by the Board of Trustees.

Review schedule: February Triennially

Review due next: February 2025

REFERENCES:

- State Sector Act 1998, Parts 5-7
- Handbook for Boards of Trustees of NZ Catholic Integrated Schools 2016
- State Sector Act 1998, Part 7A, Personnel Provisions in Relation to Education Service – for definition of general principles of good employer practice.
- Senior Leadership Team is the Principal, Deputy Principals and Director of Faith & Mission

Approved by the Board of Trustees at the meeting held on _____ 28/02/2022



Presiding Member