



23. Appointments Policy

To assist in the appointment of quality staff to any vacancy which 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 Vulnerable Children Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with the Otumoetai College procedures on safety checking, police vetting and screening.

The appointment of staff will be made by an appointment's committee that is formed from the following requirements:

1. The appointment of the Principal is the responsibility of the Board of Trustees, and they will determine the process of this appointment.
2. The appointment of positions in the senior leadership team (deputy-principal or assistant principal) will involve an appointment committee consisting of the principal, and the Board of Trustees. The Board of Trustees, in consultation with the Principal, may form a committee of the Board of Trustees for this appointment.
3. Unless determined otherwise by the Board, the appointment of all other middle managers, heads of department, teachers, part time teachers, long term relieving teachers, and non-teaching staff will be the responsibility of the principal.
4. The Principal will establish school procedures and have them fully implemented to meet all legislative requirements regarding safety checking, police vetting and screening of all staff

Review schedule: June 2024