

POLICY: 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. This policy is intended to build our Faith Community, uphold the mana of our Kura, and commit to the safeguarding of our Catholic Character and Mission Charism.

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 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, considering 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. Recommendation for the appointment of a Deputy Principal, Director of Catholic Character and Mission Charism, and Director of Religious Studies will be managed by the Principal on behalf of the Board. The interview panel will consist of a Sub-Committee of the Board comprising at least three members, one of whom shall be a Proprietor's representative, and the Principal. The Committee's recommendation will be put to the Board for ratification. The Board may choose to either confirm the appointment or reject the appointment and refer the appointment back to the Committee for reconsideration and/or readvertising. Rejection of a proposed appointment under this clause must be accompanied by written reasons from the Board setting out the reasons for the decision.
 - b. Appointment of the Leader of Learning will be managed by the Principal on behalf of the Board. The interview panel will consist of a Sub-Committee of the Board, comprising at least three members one of whom shall be a Proprietor's representative, the Principal, and one member of the Senior Leadership Team.

- 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 other people as deemed necessary.
- 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, Leader of Learning 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.

Note: For the purposes of this policy the Senior Leadership Team consists of the Principal and Deputy Principals

REFERENCES:

- State Sector Act 1998, Parts 5-7
- Handbook for Boards of Trustees of NZ Catholic Integrated Schools (2021)
- State Sector Act 1998, Part 7A, Personnel Provisions in Relation to Education Service – for definition of general principles of good employer practice.

Review

This policy will be reviewed by the Board of Trustees (People and Culture Committee).

Review schedule: February Triennially

Review due next: February 2027

Approved by the Board of Trustees at the meeting held on: **23 June 2025**



Presiding Member