



NEW PLYMOUTH BOYS' HIGH SCHOOL
TE KURA TAMATĀNE O NGĀMOTU

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| Title | STAFF APPOINTMENT POLICY |
| Reference Number | C307 |
| Section | Staff |
| Written By | NPBHS Policy Committee |
| Checked By | NPBHS Headmaster |
| Approved By | NPBHS Board of Trustees |
| Issue Date | 1 August, 2005 |
| Review Date | November, 2027 |
| Associated Policies | <u>C308 Equal Employment Opportunities</u> |
| Associated Procedures | |
| Associated References | <u>Employment Relations Act 2000</u> <u>Public Sector Act 2020</u> <u>Human Rights Act 1993</u> <u>Privacy Act 2020</u> <u>Education Standards Act 2001</u> |

RATIONALE :

The Board of Trustees aims to make the best possible appointments to both teaching and non-teaching vacancies to ensure that the strategic vision and goals of New Plymouth Boys' High School are achieved.

PURPOSE :

1. To ensure appropriately qualified teaching and non-teaching staff are appointed to deliver the curriculum effectively and support the overall operation of the school.
2. To ensure that all appointments follow a fair process and abide by the terms and conditions of relevant legislation (Employment Relations Act 2000, Public Sector Act 2020, Human Rights Act 1993, Privacy Act 2020 and Education Standards Act 2001.)
3. To ensure that all appointments are made in accordance with relevant NPBHS policies.

GUIDELINES :

1. All positions will be advertised in a manner consistent with Collective Employment Contracts.
2. A job description, person specification and any other relevant information will be made available to all applicants.
3. Remuneration will be subject to Collective Agreement provisions, Ministry of Education criteria and relevant NPBHS policies.



4. Short-listing, reference checks, safety checks, interviews and notification will follow best practice.
5. The Headmaster will appoint all staff but may delegate any part of the process as required.
6. All newly appointed staff will undergo an appropriate induction.

Related Documentation:

[Ministry of Education - People and Employment Guidelines](#)

