



APPOINTMENTS POLICY

Appointments Policy

Outcome statement

All appointments, including those to Catholic special character (tagged) positions are appointed through a fair and sound appointment's process that meets the legislative requirements of a good employer and Schedule 6: Education and Training Act 2020.

Scoping

To assist in the appointment of quality staff and staff who are acceptable to the Mission College New Plymouth Trust Board in the case of special character positions:

- For any vacancy that may arise, an appointment committee with expertise relevant to the vacancy may be delegated to carry out the appropriate appointment procedures.
- When the Board delegates to an appointment committee the power to appoint a teacher (including the Principal and Director of Religious Studies (DRS)) or recommend the appointment of a teacher, the appointment committee must include at least one representative from the Mission College New Plymouth Trust Board (**MCNPTB**) (Schedule 6: Education and Training Act 2020, Clause 46 (2)).
- For any vacancy that may arise in special character (tagged) positions the Board or its appointment committee must follow the Board's Proprietor's (MCNPTB) requirements regarding acceptability, prior to considering the suitability of applicants. The MCNPTB may delegate this to the Palmerston North Catholic Education Office (PNCEO) Manager for Schools.

In accordance with the regulatory requirements for safety checking under the Children's 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 Sacred Heart Girls' College relevant procedures on safety checking, Police vetting and screening.

Delegations

The Board delegates authority to determine the composition of the various appointment committees according to the outline below. Appointment of the Principal is the responsibility of the Board, which will determine the process and seek NZSTA advice and the MCNPTB's guidance.

Limitations and expectations

The Principal must ensure that:

- advertisements for special character positions must meet the requirements of CI 47 or CI 50, Schedule 6: Education and Training Act 2020
- advertisements for general positions (untagged positions) should state that the successful applicant will be expected to support, uphold and be positively involved in the Catholic special character of the school
- all positions shall be appropriately advertised. This is the responsibility of the Principal except where the position is that of Principal.
- they will seek employment advice when required from NZSTA (and other advisors as appropriate) and will also seek advice about special character positions when appropriate from PNCEO.

The Appointment Committees will be made up as follows:

- Appointment of the Principal – the appointment committee will include representatives from the Board, MCNPTB and an outside advisor employed by the Board to assist with the process.
- Appointment of the Deputy Principals, Assistant Principals and Director of Religious Studies (DRS) (being the Senior Leadership Team)- the appointment committee will include the Principal, the Presiding Board Member, a MCNPTB's Representative, and, at the discretion of the Board, a further member or members of the Board.

- Unless the Board determines otherwise, the Appointment of Leaders of Learning and other permanent teaching positions will be appointed by the Principal. However, such appointment must be endorsed and ratified by the MCNPTB (or a MCNPTB's appointee) and then also be ratified by the Board. However, if the Board does determine that a permanent teaching position does require an appointment committee then that committee shall consist of at least the Principal and a MCNPTB's appointee, and at the discretion of the Board, further Board members.
- Appointment of a guidance counsellor will involve an appointment committee that includes a MCNPTB's appointee. Also when employing a guidance counsellor, the guidelines from the MCNPTB must be met.
- Unless determined otherwise by the Board, appointment of all other fixed term, long-term relieving or non-teaching staff will be delegated to the Principal in consultation, the Presiding Board Member or delegate where deemed necessary. Again any appointment made must be endorsed and ratified by the MCNPTB (or MCNPTB's appointee) and then ratified by the Board.

Furthermore:

- When appointing a Principal, a Director of Religious Studies and Religious Education teachers, the appointment committee should take into consideration the applicant's Religious Education/Catholic special character qualifications and level of Certification.
- The Principal will review senior staff job descriptions before any appointment is made within the Senior Leadership Team (SLT) and reserves the right to restructure SLT prior to advertisement but will keep the Board informed of any review accordingly.
- when appointing secondary teachers in Catholic special character positions, who are not teaching Religious Education, the appointment committee should take into consideration the applicant's level of Certification.
- when appointing teachers to Catholic special character (tagged) positions the requirements and expectations of that position are understood fully by the successful applicant.
- all newly appointed staff are aware of the expectations associated with accepting a position in a Catholic school.
- procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, Police vetting and screening of all staff.
- all safety checking, including checking supplied references, is completed for all teaching and non-teaching staff prior to commencing employment, and safety checking documentation is kept on the new employee's personal file in line with privacy and storage protocols.
- The Board shall endeavour to appoint Education Council of New Zealand registered teachers to all academic positions. In cases where this is not possible, the Principal may (in cases of assistant teachers) appoint a person of good character with appropriate qualifications and experience who has obtained a Limited Authority to Teach from the Education Council of New Zealand.

In the case of Community of Learning I Kāhui Ako membership:

- staff seeking the Communities of Learning I Kāhui Ako leadership role or the teacher across schools role must seek and receive consent from their employing board before applying for the role

* For any position that is fixed term there must be a genuine reason based on reasonable grounds for it being of a fixed term nature, this can include inability to permanently fill a Catholic special character (tagged) teaching position. Refer to s 66 of the Employment Relations Act 2000 and the Court's interpretation thereof. Where the Board, Principal and/or committee of the Board is wanting to appoint to a position believed to be fixed-term, advice will be sought from NZSTA and/or the Catholic diocesan education office as to whether the appointment would meet the requirements for a genuine fixed-term, based on reasonable grounds.

Equal Employment Opportunities

The Board will uphold the principles of equal employment opportunities in accordance with relevant legislation, awards and contracts and in terms of the Integration Agreement and Special Character of the College. In all appointments, the board will ensure that:

1. Equal employment opportunities are provided in the areas of:
 - Recruitment
 - Selection
 - Promotion
 - Career development
 - Conditions of service
 - Staff training
2. No candidate for appointment will be debarred on the grounds of:
 - race
 - gender
 - marital status
 - family responsibilities
 - sexual orientation
 - intellectual and/or physical disabilities
 - age
 - any other conditions covered by the Human Rights Act 1993 and subsequent amendments

Procedures/supporting documentation

[*NZCEO Key Steps in the Special Character Position Employment Process*](#)

[*Advertising Special Character Positions \(CI 47 and CI 50 Schedule 6: Education and Training Act 2020\)*](#)

[*Determining Acceptability of Applicants for Special Character Positions*](#)

[*Requirements of the Principal Position in a Catholic School*](#)

[*Requirements of the Director of Religious Studies Position*](#)

[*Requirements of a Deputy Principal in a Special Character Position \(CI 47c\)*](#)

[*Guidelines for Filling Special Character \(CL 47c\) Positions Retrospectively*](#)

[*Expectations of Staff in a Catholic School*](#)

[*Guidelines for Appointing a Guidance Counsellor*](#)

[*Integration Agreement*](#)

Requisite Numbers for Special Character Positions Table

Police vetting procedure

Relevant Templates for recruitment

Monitoring

The Board will subject this policy to regular review.

The Principal will report to the Board about any significant or relevant issues about staffing

Legislative compliance

Collective Employment Agreements

[Employment Relations Act 2000](#)

[Education and Training Act 2020](#)


[Privacy Act 2020](#)

[Children's Act 2014](#)

[Public Service Act 2020](#)

[Human Rights Act 1993](#)

Reviewed: August 2023	Next Review: August 2024
-----------------------	--------------------------

Signed (Presiding Member): 	Date of Board Meeting reviewed and accepted: Wed 30 August 2023
---	--



**CATHOLIC
EDUCATION
OFFICE**

Te Rau Aroha
Diocesan Centre
33 Amesbury Street
Private Bag 11 012
Palmerston North 4442

T +64 6 354 1780
www.pndiocese.org.nz

Education and Training Act 2020, Schedule 6 (CI 47) FORM

(Previously – Education Act 1989, Section 464,
Private Schools Conditional Integration Act 1975, Section 65)

Replaces

Diocese of Palmerston North S 464 c Teaching Positions - Secondary Schools

Sacred Heart College New Plymouth

Under sections 464 (now CI 47) & 467(now CI 50) of the Education Act 1989 (now the Education and Training Act 2020) & the schools Integration Agreement, Colleges are required to have a number of positions that hold a particular responsibility for Special Character - these are commonly referred to as “tagged” positions.

These positions are

- S464 a (now CI 47) - Principal position
- S464 b (now CI 47) - DRS position
- S464 c (now CI 47) - Teaching positions (these are spread throughout the College and should be approximately 40 percent of the teaching staff.
- S467 (now CI 50) - Deputy Principal position (this is a special “tag” where the applicant does not need to be Catholic.)

To calculate the required number of S464 c (now CI 47) positions:

Take the ratio from the Integration Agreement and multiply by the current staffing entitlement (excluding Principal and DRS). The result rounded down to the nearest whole number, is the number of s 464 c (now CI 47) positions the College requires.

Example:

Staffing Entitlement at integration (excluding Principal and DRS)	28.5
Number of tagged positions at Integration	12
So the ratio is	12/28.5
Current staffing entitlement	34.36
minus Principal and DRS	32.36
number of current s464 c (now CI 47) positions required	
Use ratio 12/28.5 x 32.36	= 13.62

So, there should be 13 s464 c (now CI 47) positions, in addition to those of the Principal, DRS and Deputy Principal, who have their own ‘tagged’ positions, as explained above.

School	Integration Ratio	Current Staffing Entitlement	Required number of s464c (now CI 47) positions
Sacred Heart College New Plymouth *	7 / 16.36	x ? / 1	

* Sacred Heart College, New Plymouth, Integration Ratio changed from $\frac{5}{13.0}$ to $\frac{7}{16.36}$

Teresa Edwards Manager, PN Catholic Education Office

July 2010 Version – Revised for Schedule 6 Education and Training Act 2020 Amendments **September 2020**

