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**Appointments Procedure - Teacher**

**Date Effective: April 2012**

**Review Date: Term Three (3) 2017**

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| **Responsible to:**  **Responsible to:** | General Manager |
| **Policy:** | **Personnel** |
| **Applies to:** | Applicants for all teaching positions. |
| **Purpose** | * To ensure there is a robust and transparent process for the management of staff vacancies. * To ensure that all teaching vacancies are filled by appropriately skilled and qualified staff members.   The KTCA states that kindergarten associations will employ suitably qualified teachers. All teachers and head teachers must hold a current practicing certificate issued by the New Zealand Teachers Council and hold a Diploma of Teaching (Early Childhood Education), the New Zealand Free Kindergarten Union Diploma or another early childhood teaching qualification recognised by the New Zealand Qualifications Authority (NZQA) as being equivalent. |
| **Definitions:** | “Teacher” and “Teaching” includes Head Teacher. |
| **References:** | * State Sector Act 1998; * Employment Relations Act 2000; * The Kindergarten Teacher, Head Teachers and Senior Teachers’ Collective Agreement 2013-2016; * OKA Equal Employment Opportunities (EEO) Procedure; * Vulnerable Children’s Act 2014; * Vulnerable Children (Requirement for Safety Checks of Children’s Workers) Regulations 2015; * Safer Recruitment Safer Children - Guidance for choosing safe people to work with children; * OKA Code of Conduct for Head Teachers and/or Supervisory Panel Member on Appointment Committees (attached); * OKA Recruitment Check List; and * This procedure is to be read in conjunction with the Ministry of Education (Early Childhood Services) Regulations 2008, Regulation 47, Criteria GMA7. |

Principles

The Oamaru Kindergarten Association is committed to:

1. Being a good employer under the provision of the Employment Relations Act 2000 and the State Sector Act 1998.
2. Equal Employment Opportunities being applied throughout the appointment process
3. Ensuring the best applicant is appointed to the job;
4. Fair and consistent procedures being applied throughout the appointments process;
5. Confidentiality being maintained; and
6. The appointments committee will be unanimous in the decision they make.

Procedure

1. All applicants for teaching positions must:
   * Hold a Diploma of Teaching (ECE) / NZ Free Kindergarten Union Diploma, or have been awarded equivalency, as a minimum qualification; and
   * Hold current registration as a teacher, and current Practising Certificate, with the New Zealand Teachers Council.
2. The appointment of teachers is ultimately the responsibility of the GM who will generally delegate the responsibility to the Appointments Committee (refer to clause 3 below) to manage and administer the process.
3. Composition of the Appointments Committee

**Teacher Position**

General Manager; Head Teacher (of the kindergarten the appointment relates to and/or at the discretion of the General Manager and Education Services Manager); and the Education Services Manager.

**Head Teacher Position**

General Manager, Education Services Manager and a member of the OKA Supervisory Panel

1. Subject to clause 5 below, permanent teaching positions and fixed-term positions of 1 year or more, will be at least advertised in the Education Gazette and on the Association website.
2. Oamaru Kindergarten Association reserves the right to transfer or deploy permanent teachers into a position that has not yet been advertised as per the provisions of the Kindergarten Teachers, Head Teachers and Senior Teachers’ Collective Employment Agreement.
3. There will be at least one face to face interview conducted for every appointment except in the following circumstances:
   * In the case of Clause 5 above the panel may or may not choose to interview;
   * If the position is for a fixed term of less than a year and is being filled by a teacher from the OKA Approved Relievers list the panel may or may not choose to interview.
4. There is no minimum number of applicants to be interviewed.
5. Applicants must supply three (3) referees who are able to comment on their teaching practise:
6. If currently employed by a Kindergarten Association it is preferable that one of these be a Senior Teacher/Education Services Manager;
7. For new graduates it is preferable that one of these be from the Teacher Education Provider.
8. Late applications will generally not be accepted.
9. Head Teachers and/or the OKA Supervisory Panel member who are taking part in an appointment will be sent a Code of Conduct (attached) and asked to adhere strictly to it. This will help secure confidentially and fairness in the appointment.

Process

The appointments process is as follows:

1. Position is advertised in the Education Gazette and on the Association’s website, with a closing date for applications.
2. In order to apply for the positions, applicants will have access to:

* Relevant Position Description and Attributes;
* An OKA Application Form;
* An OKA Referee Report;
* OKA Appointments Procedure – Teacher; and
* OKA Strategic Plan.

1. All applicants will be notified that their application has been received within five working days of receipt.
2. Copies of all applications will be sent to the Appointments Committee. Hard copies will be returned to the Association Office at the completion of the appointments process and disposed of appropriately.
3. As soon as possible following the closing date the Appointments Committee will create a shortlist of the applicants for interviewing. If no applicant is deemed suitable the position will be re-advertised.
4. The Appointments Committee will review and confirm the interview questions.
5. For Head Teacher interviews only – the Appointments Committee will review and set the topic for the presentation required by the applicants at Head Teacher interviews.
6. Applicants on the shortlist will receive a phone call to invite them to an interview. This will be followed up with a confirmation letter detailing the following:
   * The date, time and venue of the interview;
   * Examples of assessment of children’s learning e.g. learning stories to share and discuss with the panel;
   * Information required for identity and qualification verification.
   * Applicants for Head Teacher positions will also be send the topic for the presentation required at the interview.
   * Any other information the Appointments Committee feel is relevant to the appointment process.
7. Applications who are not shortlisted will receive notification, as soon as possible informing them that they have been unsuccessful.
8. When an appointee is selected the following will be carried out, usually by the General Manager via telephone:

* Reference checks;
* As other necessary checks as per the OKA Recruitment Check List.

1. The Appointments Committee will review questions to be asked of the referees prior to the reference checks being undertaken.
2. Once all the check are completed as per the OKA Recruitment Checklist the Appointments Panel will evaluate and make a decision ensuring a full risk assessment of the appointee is carried out. The Appointments Panel will agree that either the appointee should be verbally offered the position or that no appointment will be made and the position re-advertised if appropriate.
3. The successful applicant, and applicants who are short-listed but do not win the position, will be phoned personally. Applicants may ask for feedback about the application and/or interview it they wish to do so.
4. The appointee will be sent a letter of offer and an acceptance form which will be completed and returned to the GM within five (5) working days.
5. Once the successful applicant has accepted the position the GM will notify the Teaching Team, followed by the OKA Board, other staff and families and whānau.
6. If the successful applicant does not accept the position the Appointments Panel will decide whether another shortlisted applicant will be offered the position or if the position will be re-advertised.

**Code of Conduct**

**For Head Teacher and /or OKA Supervisory Panel Member on Appointment Committees**

By agreeing to be part of the Appointments Panel, you are agreeing to adhere to the following Code of Conduct.

Please read this carefully, and if you have any questions please contact the General Manager. In order for you to take part in the appointment process you need to understand and be comfortable with the points below.

**Code of Conduct**

The Appointments Panel shall at all times:

1. Act in a way that is consistent with, and with respect for, the policies, procedures and statutory obligations of the Association;
2. Maintain collective responsibility for decisions made by the panel;
3. Ensure strict confidentiality of the process and of any information made available to the panel. This includes not discussing anything related to the appointment with any members of their teaching team;
4. Maintain fairness and impartiality in all decisions by declaring any personal or potential conflict of interest;
5. Exercise the powers of appointment in a manner that demonstrates understanding or, and commitment to, Equal Employment Opportunities (EEO) and which fulfils the intent of the Treaty of Waitangi;
6. Base all decisions solely on information placed before the panel.