



STAFF APPOINTMENT POLICY

School Vision: Building for Eternity

*You did not choose Me but I chose you, and appointed you that you would go and bear fruit, and that your fruit would remain, so that whatever you ask of the Father in My name He may give to you. **John 15:16***

Purpose

- To ensure that the Special Seventh-day Adventist Character of the school is maintained.
- To ensure that the best person is appointed to the position who will actively contribute to and uphold the Special Seventh-day Adventist Character of the school.
- To ensure that the most suitably qualified person meeting is appointed taking into particular consideration the legal requirements of tagged positions within the Education and Training Act 2020 Schedule 6 (previously within the Private Schools Conditional Integration Act (1975) and the school's Deed of Integration, the SDA Schools Staffing Appointments Handbook and must fulfil the requirements of relevant collective employment agreements
- To ensure that appointments are made fairly and in line with proprietor requirements
- To ensure that all applicants receive equal access and consideration for the position whilst meeting legislative requirements of a good employer.

Scoping

To assist in the appointment of quality staff to any vacancy that 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 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.

Guidelines and Requirements

Appointment procedures to all positions will fulfil the requirements of:

- the relevant Collective Agreement Contracts,
- Adventist Education Proprietors Handbook 2019
- School Charter and Deeds of Integration

Because of the Rotorua SDA School's special character, the proprietor ensures that all teaching positions are advertised as tagged positions.

Appointment procedures are set out in the Proprietors Handbook for NZ SDA Schools.

- When a vacancy arises, the principal will advise the Board and, in the case of a teaching vacancy, the Adventist Education Office.
- An Appointments Committee will be selected by the Board
 - In line with the provisions of the Education and Training Act 2020, the Appointment Committee responsible for teaching appointments MUST include at least one proprietor's representative. The Appointments Committee will include the principal (unless the appointment is for the principal position), the chairperson and may consider including a parent representative. It may include co-opted non-board members e.g. chaplain or local pastor or a person with relevant expertise applicable to the position.
 - The committee must ensure that they send the list of potential appointments to the Adventist Education Directors of Education to determine who meets the Proprietors requirements for a tagged position.
 - The Appointments Committee short-lists from the applicants approved by the Adventist Education Office, interviews applicants in line with proprietor guidelines and recommends or reports to the Board. The Board would usually accept the recommendation of the Appointments Committee. It could, however, refuse the recommendation or, either refer the appointment back to the committee for another recommendation, resolve to re-advertise for the position, or itself appoint some other applicant if the Proprietor deems the most suitable.
 - All members of the Appointments Committee shall declare any conflict of interest before convening.
 - No person involved in making an appointment, whether a board member, principal, or members of the appointment committee, should act as a referee for an applicant.
 - Appointment Committee members must maintain confidentiality.
 - The Board may only appoint to permanent teaching positions those applicants approved by the Adventist Education Director as being suitable to hold a tagged position.
 - The Appointments Committee will follow the procedure as outlined in the Proprietor Handbook
- Reference to the special character of the school needs to be incorporated into the advertising of all vacancies and advertisements for teaching positions must be reviewed by the Proprietor prior to advertising
- Special Character qualifications and experience of the applicant will be a consideration for any tagged positions.
- No late applications will be considered
- In the case of non-acceptability of all applicants, the position will be re-advertised.
- Job descriptions of advertised positions are to be reflective of the special character.
- All permanent and long term relieving positions will be advertised in the Education Gazette or other relevant national publications.

- The principal will ensure a fair and equitable process is carried out in the advertising, interviewing and selection of the successful applicant and that advertising is in line with the relevant collective agreement.
- The Board approves all appointments unless the power to appoint has been specifically delegated to the situation.
- Appointments to short-term teaching positions of less than 6 weeks and classroom release positions are made by the principal in consultation with the Board
- All safety checking is completed for all teaching and non-teaching staff prior to commencing employment.
- Safety checking documentation is kept on the new employees personal file in line with privacy and storage protocols
- Any person applying for a teaching position must hold a current practicing certificate from the Teaching Council of New Zealand
- In the case of Community of Learning I Kāhui Ako membership: any staff seeking a 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 may include where the tagged position requirements cannot be met. Ref to S66 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 can be sought from NZSTA along with the Proprietor as to whether the appointment would meet the requirements for a genuine fixed-term, based on reasonable grounds

Tagged Positions

All teaching positions are 'tagged' requiring willingness and ability to uphold the Special Seventh-day Adventist Character. The special character is defined as the beliefs, values and lifestyle of the Seventh-day Adventist Church. Therefore, it follows that a teacher who meets these requirements and is appointed to a tagged position will be a practicing and observant Seventh-day Adventist.

Where any teaching position is occupied by a staff member who does not meet the criteria for a tagged position then that appointment will be for a fixed term, not normally for more than one year, and subject to re-advertising in the usual way to find an occupant who meets the criteria. All appointees to teaching positions require the approval of the Proprietor's Director of Adventist Education.

The school's Deed of Integration requires that at all times the school be conducted "to maintain and preserve the School's Special Character." This implies that the Board and Proprietor must be satisfied that the person selected for any teaching position including short-term or fixed term:

- accepts a responsibility for the special character;
- recognises what the responsibility entails;
- has an ability to uphold and maintain the special character.

If any applicant, in the proprietors' or board's view, fails to meet any of these requirements and/or is unwilling to fulfil them, then the board cannot appoint that applicant.

Untagged Positions

When advertising untagged (ie non-teaching) positions such as secretaries and other support staff, Boards must make reference to the Special Character of the school within all advertising.

Legislative Compliance Statements and Supporting Documentation

The Board has responsibility for all appointments, both teaching and non-teaching according to the Education and Training Act 2020

The Proprietor has the right and responsibility under the Education and Training Act 2020 to ensure that all appointees are willing and able to uphold the special character and to take part in religious instruction.

Police vetting procedure

Safety checklist

Templates – Proprietors staff recruitment checklist, Rotorua SDA School online application form, Proprietor, interview guide, Proprietor letter of offer of appointment, Proprietor Staffing Process etc.

[Collective employment agreements](#)

[Employment Relations Act 2000](#)

[Education and Training Act 2020](#)

[Privacy Act 2020](#)

[Children's Act 2014](#)

[Public Sector Act 2020](#)

[Human Rights Act 1993](#)

FORMULATED BY: Rotorua Seventh-day Adventist School Board

APPROVED: Board Chair, Victoria Finch _____

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