



PELORUS COMMUNITY PRESCHOOL

Appointments Policy – Teaching Staff

Education [Early Childhood Services] Regulations 2008 (and its Amendments): Regulation 47

Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion GMA7

Objectives:

- Fair and just employment procedures are applied throughout the appointment process,
- The most suitable person is appointed to the position,
- EEO principles are applied throughout the appointment process,
- The appointing panel will be unanimous in the decision that they make.

Advertisements:

- All permanent Senior Teacher, Teacher and Long Term relieving teacher positions, shall be advertised in the online Education Gazette, local newspapers and other media outlets as required.
- Teaching Assistant and Administration positions shall be advertised in local newspapers and other media outlets as deemed appropriate for the vacant position.

Appointments Procedures

- The Board, prior to the advertising of any such position, will set the appointment procedure for administration and non teaching staff.

The Appointment of the Senior Teacher, teachers and Teaching Assistants will occur as follows:

- **Application Forms** - Pelorus Community Preschool Forms shall be used. These will be available in vacancy packs and distributed by the Board.
- **Acknowledgment** – Applicants shall be acknowledged within five working days after the closing date for applications.

- **Vacancy Packs** will include:
 - i. A Covering Letter
 - ii. An Application Form
 - iii. A Job Description
 - iv. A copy of the Appointments Policy and Procedures
- **Job Description** – Job descriptions will be formulated after input from the Teaching Team and the Board.

Composition of the Appointments Panel

- The appointments panel will be made up of up to four people who will have experience in personnel and/or Early Childhood. These may include:
 - Senior Teacher from the Pelorus Community Preschool,
 - Senior or Head Teacher from another ECE Centre,
 - ECE Tertiary provider personnel
 - Chairperson of the Board,
 - Human Resources advisers,
 - Board members of Pelorus Community Preschool Incorporated Society,
 - Respected Local Employers.

Confidentiality will be maintained at all times and the Appointments Panel members will sign a confidentiality agreement.

Conflict of Interest

If a situation arises where a conflict of interest is pointed out or declared by a member of the appointments panel, they will withdraw themselves and the panel will appoint a replacement.

Process for making an Appointment

- 1) The Appointments Panel will meet as soon as possible but no later than 14 days after the closing date for applications.
- 2) Applications will be read in conjunction with the job description. The applicants will be required to submit two names from which a confidential telephone reference can be obtained.
- 3) The Appointments Panel will select applicants to be interviewed.
- 4) There will be no minimum number for interviews.
- 5) Interviews will be conducted for every appointment.
- 6) If no applicant is deemed suitable the position will be readvertised.
- 7) All applicants will either be notified for an interview or of their unsuccessful application.
- 8) Confidential telephone references will be obtained from the applicants named referees. The referees will be asked set questions and their responses will be recorded.
- 9) The Appointments Panel will decide on the most successful applicant whose skills best fit the tasks within the job description.

Employment Offer

The Appointments Panel will make their recommendation to the next Board meeting for ratification.

- When the Appointments Panel have decided who has won the position an offer will be made by the Pelorus Community Preschool.
- If the offer is made by phone and followed by a written confirmation the appointee has five working days to accept or decline the offer in writing.
- If the offer is made in writing the appointee has ten working days to accept or decline the offer in writing.
- Should no reply be received by 5:00 p.m. on the stated day, the offer of employment shall be automatically withdrawn.
- If the successful applicant rejects the offer the Appointments Panel will reconvene to assess whether the offer of appointment can be made to another suitable applicant. If so the above provisions will apply.
- If it is deemed that there is no one else suitable the position may be readvertised.

Right of Review

The Pelorus Community Preschool does not offer the right of review except as provided for by statute.

Screening:

All applicants for any positions will undertake a mandatory Police Vet.

Appointment of Relieving Staff

- Day to day Senior Teacher
- Short Term Senior Teacher
- Long Term Appointments Panel

Policy In Action

If this policy is being implemented effectively, then you should see the following happening:

- Pelorus Community Preschool will aspire to have qualified, registered teachers whose qualifications will be displayed in the preschool.
- Pelorus Community Preschool will have enthusiastic, effective teaching assistants.
- Pelorus Community Preschool will advertise all teaching vacancies through local media, the education gazette and other media as appropriate.
- The Senior Teacher and the Board will have input into job descriptions.
- The Senior Teacher will have been offered the opportunity to sit on the Appointments Panel (if it is a teacher or teaching assistant position).

Licensing Criteria

Suitable human resource management practices are implemented (GMA7).

Adopted: **May 2007**
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