



School
Dunedin Rudolf Steiner
Learning with head, heart and hands

Appointments Policy

The Board of Trustees is accountable for ensuring appointments are made in a way that is fair, respectful and follows relevant legislation. It delegates responsibility for this to the Principal, with the exception of the appointment of the Principal and any permanent staff who are not funded by the Ministry of Education salaries grant.

1. The staffing group for appointing the Principal will consist of
 - The Board Chair and one other parent representative from the Board
 - A College of Teachers representative
 - A Proprietors representative
 - An advisor from another Steiner School or the Federation of Rudolf Steiner Schools in New Zealand
2. The staffing group for appointing all other staff will consist of
 - The Principal, where a school teacher is appointed
 - The Executive Officer, when administrative staff are appointed
 - At least one other member of the College of teachers
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The selection interview may be carried out by a subgroup of the above.

3. The staffing group will consider the following when confirming the job description and person specification:
 - Desirable qualifications, attributes and experience related to the position and to the school's special character
 - Teacher registration requirements (100% registered in school)
4. Vacancies will be advertised as follows:-
 - The advertisement will be approved by the appropriate staffing group and will identify the skills required
 - Full time positions will be advertised in the Education Gazette and in the Steiner/ Waldorf network
 - Part time positions will also be advertised – this may be in local newspapers, the newsletter, Steiner networks, the Gazette, as appropriate

When making appointments, the Staffing Group will:-

- Ensure that all processes are legal and fit best practice (see the New Zealand School Trustees Association website for guidance and useful templates).
- Decide who will be on the interview panel (at least two members)
- Declare any prior knowledge of the applicant. A decision will be made as to whether continued involvement in the process with that individual is appropriate

- Shortlist candidates
- Plan and conduct the interview to ensure the best candidate is selected
- Establish a set of interview questions that are used consistently with each candidate
- Keep written notes of responses
- Ensure Equal Opportunity issues are addressed
- Ensure confidentiality is respected
- Take up at least two written or verbal references prior to appointment
- Complete an identity check on the successful candidate, including at least two forms of photographic identity
- Report decision to the Board and to the Proprietors Trust
- Notify all successful and unsuccessful applicants
- Finalise contracts and ensure that induction and support for newly appointed staff is in place
- Ensure successful applicants are police vetted or registered by the Education Council (ref Vulnerable Children's Act 2014).

Signed John Udich Board Chair

Date 26 / Sept 2018 Review Date _____