

# Te Rangihakahaka

Centre for Science & Technology

DRAFT

## APPOINTMENT POLICY TIKANGA KOPOU

**TE RANGIHAKAHAKA - CENTRE FOR SCIENCE & TECHNOLOGY**

### **PURPOSE | TŪĀPAPA**

In order for our tamariki to become Toa Matarau our Centre needs passionate and committed staff. Our tamariki need to be able to trust and rely on the professionalism of their teachers. They need to be able to develop strong relationships with them and feel that their individual needs and voice are catered to. These appointments are essential to the Centre being able to deliver quality education and being a place that is inclusive of whānau.

### **PRINCIPLES | NGĀ POUTĀUHU**

An Appointments Policy is critical to ensuring the process is both fair and just as well as having the interests of our tamariki and whānau at the forefront.

This policy outlines the ways we appoint staff to ensure the very best education for our tamariki.

<b>Drafted by:</b>	<b>Approved by Board and Whānau on:</b>
<b>Scheduled Review Date:</b>	<b>Version:</b>

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Centre for Science & Technology

**APPOINTMENT POLICY  
TIKANGA KOPOU**

**PROCEDURES | TĀHUHU – NGĀ POUPOU**

**TE RANGIHAKAHAKA - CENTRE FOR SCIENCE & TECHNOLOGY**

### PROCEDURES | TĀHUHU – NGĀ POUPOU

All Staff, Whānau, Volunteers, Board and members of the community that are associated with Te Rangihakahaka Centre for Science and Technology are responsible for being familiar with and abiding by, this policy.

Appointments at TRCST are carried out in the following manner;

1. A position is advertised in the Gazette and/or online 'job search' site (eg: Seek) and/or through other networks
2. Once applications close the Tumuaki and members of the advisory board and/or teaching staff are asked to draw up an interview list
3. The Tumuaki contacts those for an interview with date and details
4. The Tumuaki contacts unsuccessful applicants
5. Interviews or an interview like process occurs
6. The Tumuaki and/or advisory board/teachers are asked to consult on the applicants strengths and weaknesses and give a final list of who they believe should be successful
7. Once a final decision is made successful applicants are contacted by the Tumuaki

## RESPONSIBILITIES | NGĀ HEKE

The Tumuaki is responsible for;

- welcoming and caring for the new staff members
- having school procedures in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff
- ensuring a sound induction process is provided for all new staff

The Staff are responsible for;

- welcoming and supporting new staff as best they can
- maintaining professionalism at all times

## APPENDICES | KŌWHAIWHAI – TŪRAPA

### Appendix 1 - Police Vetting

There is a regulatory requirement for all persons working in an educational environment to be routinely vetted by the New Zealand Police:

- TRCST is responsible for ensuring that all prospective employees are Police vetted as a precursor to employment
- Teaching Staff are routinely rechecked through the re-registration process under the New Zealand Teachers' Council
- All other employees will be routinely rechecked by the New Zealand Police annually
- In the event of a routine Police vetting check identifying an unsuitable employee, the Board is advised immediately

### MĀRAMATANGA

A tamaiti is better able to learn, be curious and take full advantage of their time at our centre if they are safe and full able to develop strong relationships with their teachers and staff.