# Operational Policy: Staff Appointment and Recruitment (NAG 3)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind and Low Vision Education Network NZ (BLENNZ) recognises that the quality of all its staff is of paramount importance in the effective teaching and learning of ākonga.

BLENNZ acknowledges that it is responsible for ensuring mandatory safety checking processes for all staff in accordance with the Vulnerable Children’s Act 2014.

At all times the safety of ākonga is paramount.

## Policy Requirements:

1. The Board of Trustees is the employer and will appoint the Principal.

2. The Board of Trustees delegates to the Principal the authority to appoint all staff within BLENNZ. For appointments of staff who report directly to the Principal, the Principal will consult with the Board before confirming any appointment.

3. The Principal may further delegate to BLENNZ Senior Managers the authority to appoint staff to their teams, in consultation with the Principal.

4. BLENNZ Senior Managers may delegate to their senior staff the authority to appoint fixed term staff. For these appointments the Senior Manager must be consulted before a final offer of appointment is made.

5. All delegations will be clearly outlined in the appropriate Letters of Delegation.

6. The Senior Manager Administration must be consulted prior to the commencement of the employment process for support staff to ensure consistent practice in terms of grading and remuneration.

7. To bring an independent perspective to the selection process, for appointments to positions of responsibility and positions covered by the Primary Teachers Collective Agreement, at least one member of the selection panel must be an appropriate person from outside the team in which the vacancy occurs. This could be a Board member, particularly in the case of the appointment of senior managers, but may also include staff members from across BLENNZ services, parents, whānau representatives and members of the blind community or other stakeholders.

8. All vacancies will be advertised internally. Vacancies will be advertised externally in a way that aims to ensure applicants for the position are aware of the vacancy.

9. Only internal applicants have a right of appeal and the appeal can only be in relation to the appointment process. However all applicants have the right to seek information on their non-appointment.

10. No appointment for staff not covered by the Primary Teachers Collective Agreement will be confirmed until a full safety check in terms of the Vulnerable Children Act 2014 is undertaken. This process will be a robust and fair consideration of individual circumstances and will follow the process outlined in the BLENNZ policy on “Safety Checking of Employees and Volunteers”.

## Supporting Documentation:

BLENNZ Safety Checking of Employees and Volunteers Policy (NAG 6)

NZ School Trustees Association Recruitment Management System

[Education Council website](http://www.educationcouncil.org.nz/)

[Education Act 1989](http://www.legislation.govt.nz/act/public/1989/0080/latest/whole.html)

[Education Act - 2013 Amendment](http://www.legislation.govt.nz/act/public/2013/0034/latest/DLM4807405.html)

[Ministry of Education Website](http://www.education.govt.nz/)

 28/9/2020

Approved: …………………………………….. Date: ………………………

(Principal)