

2 PROCEDURE: APPOINTING PERMANENT STAFF

Aim

To employ the best qualified and / or most suitable applicant available for any given position regardless of gender, ethnicity or disability.

2.1 Advertising Selection Criteria

2.1.1 Prior to advertising a job description is developed by the Managing Teacher.

2.1.2 The advertisement is placed in a minimum of two of the following publications: MANZ website and/or MANZ newsletter, AMI Websites and or Journals, Messenger, Otago Daily Times, Press, Education Gazette, Trade Me or other appropriate publications.

2.3 Interviewing

2.3.1 Subject to the number of applications a short list is compiled by the Managing Teacher a Board representative or someone appointed by the board from the initial applicants according to the selection criteria identified.

2.3.2 Short listed applicants are scheduled for interviews.

2.3.3 For the Managing Teacher's position the interview panel should comprise of at least two members of the Board. For all permanent teaching positions, the interview panel should comprise of the Managing Teacher, a member of the Board or a person appointed by the board. For support staff only the Managing Teacher is required.

2.3.4 The panel will use a pre-determined set of questions to follow and make notes on.

2.4 Selection

2.4.1 Views of all of the panelists are considered before a final decision is made.

2.4.2 The final decision is made on the basis of the agreed selection criteria for the position. Montessori Children's House Wanaka is an equal opportunities employer; selection will be made on merit and suitability for the position regardless of gender, ethnicity or disability.

2.4.3 The position should be re-advertised if all panelists are not happy that the agreed selection criteria have been met.

2.5 Interview Records

2.5.1 At least two references as supplied by the successful applicant* are checked using a pre-determined set of questions.

* **NB** Privacy Act allows only supplied references to be contacted

2.5.1 Certified copies of all teaching qualifications are required.

2.5.3 If the referees are not for recent previous positions a check should be made to ensure that the applicant's job history is correct (Employment history is required from the last 5 years).

2.5.4 Police vetting through the Query Me Police Vetting Service is to be applied for and approval is required before employment commences. For, a registered teacher, a current practicing

certificate needs to be sighted. Confirmation of the teacher's registration will also be checked as proof that the registered teacher has been vetted within the last three years.

2.6 Individual Employment Agreement and Job Descriptions

- 2.6.1 Any queries or concerns relating to the individual employment agreement should be discussed with the Managing Teacher. If it cannot be resolved by the Managing Teacher, it will be passed to the Board of Trustees at the next available monthly meeting or out of session as required.
- 2.6.2 Individual employment agreement and the job description are to be signed prior to commencing employment.
Included with their job description the following policies must be read and sighted before commencement of employment,
- Prevention of child abuse and neglect
 - Supervision of sleep children
 - Nappy changing and toileting
 - Emergency

2.7 Induction Training

- 2.7.1 Montessori Children's House Wanaka provides new employees with the school policies and all new employees should familiarise themselves with the policy folder.
- 2.7.2 Meeting times are scheduled with the Managing Teacher either prior to employment or during the first week. The Managing Teacher will talk the new staff member through their job description and if required clarify any employment contract terms and conditions. The Managing Teacher will also ensure that the new staff member is familiar with emergency procedures and has viewed and signed the hazards lists.
- 2.7.3 Induction should where possible include at least one observation session where the new employee is able to observe without forming part of the required teaching ratio.

