



## Procedure for Selecting & Appointing Teaching Staff

1. Convene Appointments Committee (as per current policy) including a Professional Advisor for a Principal Appointment.
2. Develop job specification.
3. Advertise position as widely as possible and encourage prospective applicants to visit the school informally.
4. Application packs will include:
  - Application form personalised from STA model
  - General information about the school and position
  - S form if required for Tagged position
5. Appointments Committee will short list applications using developed specifications.
6. Short listed applicants will be interviewed. Behavioural interview will cover:
  - Background
  - Qualifications and experience
  - Attitude to teaching and teaching in multi-level classrooms
  - Relationships with students and engaging students in learning
  - Catering for diverse needs
  - Managing difficult behaviour
  - How particular situations or scenarios would be handled
  - Reasons for leaving job
  - Candidates will be asked if health or any other reason will affect how they carry out the job or prevent them taking full responsibilities of the position.
7. Thorough referee checks may be done before and/or after interviews. These will involve:
  - Contacting a range of referees, including, if possible and appropriate, the principal at their current school, and asking searching questions about background, performance, suitability for the particular position, reason for leaving, and whether the referee would re-employ them.
8. A summary of conversations with Referees will be shared with the Appointments Committee.
9. Appointments Committee decides on successful candidate, additional checks made and makes an offer of appointment:
  - Teachers Registration Council
  - Verifying Qualifications
  - Identity check using photo ID such as driver's licence/passport.

Signed Philip Board Chairperson

On behalf of, and with the authority of the Board on 08/08/17.

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## Appendix to Procedure for Selecting and Appointing Teaching Staff

### Reference Checks

In addition to the [police vetting process](#) a key part of ensuring you employ appropriate people is the reference checks.

The board should give consideration at an early stage as to how they wish to gather information from referees. It is not recommended that you rely only on the written word of the referee.

References can be used at two points in the process; for the initial short listing and/or for the subsequent selection.

It is important that a thorough reference check is undertaken before reaching your final decision to appoint. Do not rush this. We have had instances where previous employers, and in particular the board chair or principal, were not contacted, and this resulted in subsequent problems.

The application form template (available from NZSTA) outlines how this may be done to ensure that you have the appropriate authority to obtain the information. If you don't then you may be breaching the Privacy Act. If they do not want to include their previous employer check for what reason. In most cases that may be the final one before making an offer of employment. Most offers are subject to satisfactory checks.

Referees reports/letters should be carefully read for what is missing as much as for what is included in the report. Questions for the telephone conversation should be formulated before speaking with referees on the telephone and at all times the board should be seeking the information that they need to know - not what the applicants' referees wish to tell them.

A format on seeking information is provided in the application form that lists the skills and strengths that the board is seeking. It should be set out in such a way that the referee can add his/her comments under three headings:

- Knowledge, skills, attributes and past roles
- What have they done to demonstrate; eg: interpersonal skills - or curriculum knowledge - or performance management.
- Personal characteristics demonstrated

The board then can list the various areas of the professional standards and any person specification attributes about which they are seeking information. This will help limit telephone conversations only to areas that the board feels the need to follow up.

It is recommended that the board chair or principal of the appointments panel takes responsibility for the telephone reference checks and writes up a summary of the conversation(s).

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