



ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE

APPOINTMENTS POLICY

Outcome statement

All appointments, including those to Catholic special character positions are appointed through a fair and sound appointment process that meets the legislative requirements of a good employer and Schedule 6: Education and Training Act 2020.

Scoping

To assist in the appointment of quality staff, and staff who are acceptable to the Proprietor in the case of special character positions:

- For any vacancy that may arise, an appointment committee with expertise relevant to the vacancy may be delegated to carry out the appropriate appointment procedures.
- The board at St Ignatius of Loyola Catholic College delegates to the personnel committee the power to appoint Members of the Senior Management/Leadership Team and Director of Religious Studies (DRS) The personnel committee must include at least one proprietor's appointee (Schedule 6: Education and Training Act 2020, Clause 46 (2)).
- The principal /tumuaki is delegated authority to appoint all other staff. However, for any special character vacancy that may arise the board or its personnel committee must follow the board's requirements regarding acceptability, prior to considering the suitability of applicants.

In accordance with the regulatory requirements for safety checking under the Children's Act 2014, we demonstrate our commitment to the safety of children/tamariki by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with St Ignatius of Loyola Catholic College's procedures on safety checking, Police vetting and screening.

Delegations

The board determines the Composition of the personnel committee and delegates authority to appoint staff according to the schedule outlined below. Appointment of the principal/tumuaki is the responsibility of the board, which will determine the process and seek NZSBA advice and the proprietor's guidance.

Expectations and limitations

The principal/tumuaki must ensure that:

- advertisements for Catholic special character positions must meet the requirements of CI 47 or CI 50, Schedule 6: Education and Training Act 2020
- advertisements for general positions should state that the successful applicant will be expected to support, uphold and be positively involved in the Catholic special character of the school
- appointment of the senior leadership team is delegated to the personnel committee

- the appointment process for Principal/Tumuaki, a Director of Religious Studies, HOD RE and Religious Education teachers, should take into consideration the applicant's Religious Education/Catholic special character qualifications and level of Certification
- the appointment process for teachers/kaiako to special character positions, who are not teaching Religious Education, should inform applicants of the expectations of the position with regards to the Catholic Special Character of the college as well as requirement to attain a relevant level of Certification.
- for the appointment of special character positions at least one of the proprietor appointees will be involved with specific responsibility for checking the suitability of applicants to hold a special character position
- unless determined otherwise by the board, appointment of all other fixed term, long-term relieving or non-teaching staff will be the responsibility of the principal/tumuaki in consultation, the presiding board member or delegate were deemed necessary. In the case of fixed-term Catholic special character positions the proprietor must first be consulted and confirm acceptability
- the appointment of a guidance counsellor will involve an appointment committee that includes a proprietor's appointee and meet guidelines from the proprietor/NZCEO and the letter of appointment must include guidelines from the proprietor/NZCO.
- when appointing teachers/kaiako to Catholic special character positions the requirements and expectations of that position are understood fully by the successful applicant
- all newly appointed staff are aware of the expectations associated with accepting a position in a Catholic school
- NZCEO [Letters of Appointment](#) are to be used
- procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, Police vetting and screening of all staff
- all safety checking is completed for all teaching and non-teaching staff prior to commencing employment, and
- safety checking documentation is kept on the new employee's personal file in line with privacy and storage protocols
- for any position that is fixed term there must be a genuine reason based on reasonable grounds for it being of a fixed term nature, this can include inability to permanently fill a Catholic special character teaching position. Refer to s 66 of the Employment Relations Act 2000 and the Court's interpretation thereof. Where the board, principal/tumuaki and/or committee of the board is wanting to appoint to a position believed to be fixed-term, advice will be sought from NZSBA and/or the Auckland Diocese Catholic education office or Vicar for Education as to whether the appointment would meet the requirements for a genuine fixed-term, based on reasonable grounds.

Procedures/supporting documentation

[NZCEO Key Steps in the Special Character Position Employment Process](#)

[Advertising Special Character Positions \(Cl 47 and Cl 50 Schedule 6: Education and Training Act 2020\)](#)

[Determining Acceptability of Applicants for Special Character Positions](#)

[Requirements of the Principal Position in a Catholic School](#)

[Requirements of the Director of Religious Studies Position](#)

[Requirements of a Deputy Principal in a Special Character Position \(Cl 47c\)](#)

[Guidelines for Filling Special Character \(CL 47c\) Positions Retrospectively](#)

[Expectations of Staff in a Catholic School](#)

[Guidelines for Appointing a Guidance Counsellor](#)

Integration Agreement

Police vetting procedure

Safety checklist

Templates – staff recruitment checklist, application form, shortlisting matrix, interview matrix, reference checking matrix, [NZCEO Letter of Appointment Template/s](#) etc.

Storage of confidential information procedure/process

Monitoring

- Reports from the Personnel Committee
- Assurances from the principal/tumuaki and Personnel reports provided by the principal/tumuaki
- Annual attestation reports to the proprietor.

Legislative compliance

Collective Employment Agreements

[Employment Relations Act 2000](#)

[Education and Training Act 2020](#)

[Privacy Act 2020](#)

[Children' Act 2014](#)

[Public Service Act 2020](#)

[Human Rights Act 1993](#)

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