



He Whānau Manaaki o Tararua  
Free Kindergarten Association Incorporated

Date Effective: June 2019  
Review Date: June 2021

## Appointment of Staff

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- Responsible to: Chief Executive Officer,
- Applies to: Vacancies within He Whānau Manaaki o Tararua Free Kindergarten Association Inc (WMK)
- Purpose: To ensure that there is a robust and transparent process for the management of staff vacancies.
- References:
- State Sector Act 1988
  - Employment Relations Act 2000
  - Current Employment Agreements
  - Vulnerable Children's Act 2014

## Principles

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1. He Whānau Manaaki o Tararua Free Kindergarten Association is committed to:
  - a. being a good employer under the provisions of the Employment Relations Act 2000 and the State Sector Act 1988;
  - b. Equal Employment Opportunities being applied throughout the appointment process;
  - c. ensuring the best person is appointed to the job;
  - d. fair and consistent procedures being applied throughout the appointment process;
  - e. confidentiality being maintained;
  - f. ensuring quality and safety for children through rigorous and compliant appointment processes.
2. The appointment of staff is ultimately the responsibility of the Chief Executive Officer who will generally delegate the responsibility to Senior Teachers and the Human Resources Manager to manage and administer the process.
3. In accordance with Vulnerable Children Act 2014 the following applies to all positions that become vacant within WMK:
  - Proof of Identification must be provided by all successful applicants to positions within WMK;
  - A face to face meeting/interview will be held for all applicants who are not currently employed by WMK.
4. All information gathered by Whānau Manaaki through an appointment Safety Check will be considered in the first instance by the senior staff member who authorised the Check. If there are any issues or concerns arising from this information the matter will be referred to

the Human Resources Manager who in most cases will make the decision as to whether to proceed with the appointment, and/or may refer to the Chief Executive for decision. The decision will be related to the appointment panel as appropriate and if the appointment is not to proceed, the Human Resources Manager will be responsible for ensuring the applicant is informed appropriately.

## Policy for appointment of Teaching and Kindergarten based Staff:

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### **Teaching Positions**

1. All teaching positions will be advertised in a nationwide publication and internally within WMK. Subject to 3 below, permanent teaching positions, and fixed-term positions of 1 year or more, will be advertised in the Education Gazette.
2. All applicants for teaching positions must:
  - Hold a Diploma of Teaching (ECE)/NZ Free Kindergarten Union Diploma, or have been awarded equivalency, as a minimum qualification; and
  - be registered as a teacher in New Zealand, and hold a current Practising Certificate, with the Education Council of Aotearoa New Zealand (Education Council) or in the case of new graduates provide evidence that registration has been applied for.
3. WMK reserves the right to transfer or redeploy permanent teachers into a position that has not yet been advertised as per the provisions of the Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Employment Agreement.
4. Applicants must supply referees who are able to comment on their teaching practice:
  - a. If currently employed by a Kindergarten Association it is preferable that one of these be a Senior Teacher;
  - b. For new graduates it is preferable that one of these be from the Teacher Education Provider.
5. Head Teachers who are taking part in an appointment will be sent a Code of Conduct (attached) and asked to adhere strictly to it. This will help ensure confidentiality and fairness in the appointment.
6. All information that is emailed to Head Teachers will be sent to that Head Teacher's individual work email address. This is to ensure all information remains confidential and cannot be viewed by other kindergarten team members and/or members of the Head Teacher's family.
7. Late applications will not generally be accepted.

### **Administrator/Teacher Aide/Kindergarten Based Students Positions**

1. Head Teachers, in conjunction with their assigned Senior Teacher, will be responsible for filling any vacancies for Administrator positions in kindergartens.
2. To ensure compliance with the Vulnerable Children's Act all candidates will be required to have an interview with a Senior Manager or Senior Teacher.
3. All applicants for Administrator positions must undertake a Police Clearance with the New Zealand Licensing and Vetting Service before their permanent appointment with WMK can be confirmed. Where this process indicates the person holds convictions other than those which are included in the Vulnerable Children's Act, it is at the discretion of WMK as to whether employment is offered or confirmed.

### **Head Office Positions**

1. The Senior Manager responsible for the team where the vacancy exists, in conjunction with the Chief Executive Officer, will be responsible for filling any vacancies for Head Office positions.

All applicants for Head Office positions must undertake a Police Clearance with the New Zealand Licensing and Vetting Service before their permanent appointment with WMK can be confirmed. Where this process indicates the person holds convictions other than those which are included in the Vulnerable Children's Act, it is at the discretion of WMK as to whether employment is offered or confirmed.

## Procedures for Teacher Appointments:

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The appointments process is as follows:

- i. Position is advertised in the Education Gazette, on the WMK website, and in the Korero, with a closing date for applications.
- ii. In order to apply for a positions, applicants will have access to:
  - A job and community description;
  - Information on the Professional Standards for Kindergarten Teachers and the Practising Teacher Criteria;
  - An application form which must be completed.
- iii. All applicants will be notified that their application has been received.
- iv. All applications will be sent to the Appointments Panel, who will generally be:
  - a. A Senior Teacher with responsibility for the kindergarten; and
  - b. The Head Teacher of the kindergarten if the vacancy is for a teacher or the Chief Executive or Team Leader Senior Teachers if the vacancy is for a Head Teacher.

- v. As soon as possible following the closure date the Appointments Panel will create a shortlist of the applicants. The panel may or may not choose to interview, however someone who is not currently employed by, or known to, WMK will not generally be appointed without an interview.
- vi. If interviews are scheduled, applicants on the shortlist will receive a phone call to invite them to an interview. They will be invited to bring examples of assessment of children's learning, e.g. Learning Stories, to share and discuss with the panel. They will also be asked to bring two forms of identification (one of the forms of identification documents must be photographic) as proof of identification. These documents will be sighted and details of Identification will be recorded on the Proof of ID form (attached), signed by the Senior Teacher, and stamped with the official stamp provided for this purpose. The successful applicant will have their information scanned and placed on their personnel file. The information for the unsuccessful applicants will be placed in the office destruction bin.
- vii. Applicants who are not shortlisted will receive notification, usually via email, as soon as possible informing them that they have been unsuccessful. When applying for future positions, previous CVs will not be taken into consideration unless specifically requested by the applicant. However, a new covering letter and application form will still need to be submitted for each application.
- viii. The interviews, if scheduled, will be conducted by the nominated people. When an appointee is selected, reference checks will be carried out, usually by the Senior Teacher via telephone.
- ix. Following reference checks the Appointments Panel will discuss the outcome and agree that either the appointee should be verbally offered the position or that no appointment will be made and the position re-advertised if appropriate.
- x. The successful applicant, and applicants who are shortlisted but do not win the position, will be phoned personally. Applicants may ask for feedback about the application and/or interview if they wish to do so.
- xi. Once the successful applicant has verbally accepted the position the Senior Teacher will notify the Head Teacher and the Human Resources Officer.
- xii. The appointee will be sent a letter of offer and an acceptance form which will be completed and returned to the Human Resources Officer within five working days. Information about the kindergarten and induction into the team will also be sent to the successful applicant.
- xiii. If the successful applicant does not accept the position the Appointments Panel will decide whether another shortlisted applicant will be offered the position or if the position will be re-advertised or if other options, such as secondment, are appropriate.

# Specific procedures to comply with the Vulnerable Children' Act:

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The WMK appointment processes comply with the components of a 'safety check' as per the Vulnerable Children's Act in the following ways:

- 1. Verification of Identity.** All new employees complete a Proof of Identity form, and produce the appropriate forms of ID, in person, which are sighted. The signed and dated form is retained in the personnel file.
- 2. Interview.** All potential new employees are interviewed face-to-face (sometimes this may be via Skype or equivalent) before being employed. If their work will involve working alongside children, they are asked questions about their experience and which will indicate their views and attitudes about children and how to engage in safe practice.
- 3. Information About Work History.** Information about a potential employee's previous work history is requested and gathered as part of the application form. If there are significant gaps in employment which haven't been explained in other parts of the application, or the reasons for which aren't known, this may be discussed at interview.
- 4. Referee Information.** All applicants are asked to provide information about people who can be a referee as to their character and suitability for the position. At least referee is contacted, usually by phone, before a new employee is confirmed in a position.
- 5. Information from Relevant Professional Organisation.** Applicants are asked, on the application form, for information about other professional organisations or registering authorities they belong to, including their membership/registration number. This includes the Teaching Council but also other organisations such as the NZ Associations of Counsellors or Chartered Accountants.
- 6. A New Zealand Police Vet.**
  - a. All qualified teachers are required to be a Registered Teacher and to hold a current Practising Certificate. A Police Vet is undertaken as part of that process.
  - b. All employees who do not hold Teacher Registration have a Police Vet conducted by WMK. This occurs at least once every 3 years, and in some cases once every 2 years, depending on the nature of their work. If a vet returns a result, a decision is made by either the Human Resources Manager or the Chief Executive on whether they will be employed/continue to be employed. This will be determined on cash-by-by case basis and will depend on the nature and recency of the offending. Further information may be sort from the applicant and/or referees.
- 7. Other Information for Risk Assessment.**
  - a. All employees who work in the Head Office are asked for a copy of their current Driver Licence, which is kept on their personnel file, whether or not their job involves driving on a daily basis.
  - b. Any qualifications provided for employment or pay purposes are required to be verified.

All of the information gathered as part of the above procedures is considered in order to decide whether the person will be employed/continue to be employed.

## Code of Conduct for Staff sitting on appointment panels:

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By agreeing to be part of the Appointments Panel, you are agreeing to adhere to the following Code of Conduct.

Please read this carefully, and if you have any questions please contact the HR Manager or your Senior Manager or Senior Teacher. In order for you to take part in the appointment process you need to understand and be comfortable with the points below.

### **Code of Conduct**

The Appointments Panel shall at all times:

1. Act in a way that is consistent with, and with respect for, the policies, procedures and statutory obligations of the Association.
2. Maintain collective responsibility for decisions made by the panel.
3. Ensure strict confidentiality of the process and of any information made available to the panel. This includes not discussing anything related to the appointment with any members of their teaching team.
4. Maintain fairness and impartiality in all decisions by declaring any personal or potential conflict of interest.
5. Exercise the powers of appointment in a manner that demonstrates understanding of, and commitment to, Equal Employment Opportunities (EEO) and which fulfils the intent of the Treaty of Waitangi.
6. Base all decisions solely on information placed before the panel.

## Proof of Identity

Name of applicant (*print full name*)

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Tick the two forms of identification presented to you in person. The applicant must be the presenter of the documents. One form of identification must be from Category A and one must be from Category B - refer to the table below. At least one of the acceptable forms of identification documents must be photographic.

Category A	Tick	Category B	Tick
New Zealand Passport	<input type="checkbox"/>	New Zealand Driver's Licence	<input type="checkbox"/>
A New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin	<input type="checkbox"/>	18+ Card (must be current)	<input type="checkbox"/>
New Zealand certificate of Identity (issued to people who have refugee status)	<input type="checkbox"/>	Community Services Card	<input type="checkbox"/>
New Zealand Refugee Travel Document	<input type="checkbox"/>	Super Gold Card	<input type="checkbox"/>
Emergency Travel Document	<input type="checkbox"/>	Veteran Super Gold Card	<input type="checkbox"/>
New Zealand Firearms License	<input type="checkbox"/>	Inland Revenue Number	<input type="checkbox"/>
Overseas Passport (with or without New Zealand Immigration Visa/Permit)	<input type="checkbox"/>	Electoral Roll Records	<input type="checkbox"/>
New Zealand Full Birth Certificate issued on or after 1998	<input type="checkbox"/>	New Zealand issued utility bill not more than 6 months earlier – enter issue date	<input type="checkbox"/>
New Zealand Citizenship Certificate	<input type="checkbox"/>		

Identification documents presented to you in person by the applicant must be from the list in the above table (one document from Category A and one document from Category B). The documents must be current and not expired and issued by an authorised agency as outlined in the *Completion Guide*. If applicable, where names or other identity information on either identification documents (Category A and B) differ please confirm you have sighted acceptable evidence (e.g. a marriage certificate or a statutory declaration). See *Completion Guide* for more information and the full list of acceptable identification documents. Please provide details in the spaces below about the identification documents you have verified.

	Document Name	Document number	Issue date (if applicable)	Expiry date (if applicable)

<b>Category A</b>				
<b>Category B</b>				
<b>Name Change (if applicable)</b>				

I declare that (Please tick)

- I have sighted two forms of identification (one from Category A and one from Category B); and
- I verify that the person in the photo is the person named in the Personal details section of this form.
- Name Change: I have sighted evidence of the name change (if applicable)

Identity referee's signature  Date / /