

3.6 STAFF SELECTION & MU & MMA ALLOCATION

Approved by: Board of Trustees

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Contact: Headmaster

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Group: Leadership Team

Reviewed by: LTeam, PPTA

Policy Statement:

The selection of staff at Nelson College is an open process. The College is an equal opportunities employer. The over-riding principle for appointment will be “the best person for the job”.

Policy Rationale:

Nelson College selects staff to deliver a broad curriculum. The staff is to have the necessary knowledge and skills which will be maintained through appraisal and development.

Responsibility for implementation:

1. Headmaster.
 - To interview and appoint all teaching positions except Deputy Headmaster, Deputy Principal, Head Teacher (Preparatory School)
 - To ensure that there are employment packages available for all positions.
 - To analyse the teaching needs based on subject selection and staffing needs.
 - To establish a pool of appropriately qualified relief teachers.
 - To ensure that all appointees have gained teacher registration or LATs.
2. Headmaster, Deputy Headmaster + 2 BOT Members
 - To interview and appoint the positions of Deputy Principal & Head Teacher (Preparatory School).
3. Board of Trustees (full)
 - To interview and appoint the positions of Deputy Headmaster and Headmaster.
 - To ensure they are informed of all appointments.
 - Fully recognises its legal obligations to comply with the relevant Acts and Collective Agreements in all its employment procedures.

Related information:

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APPENDIX 1

STAFF APPOINTMENT PROCEDURE

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INTRODUCTION

The Board of Trustees is the employer of the staff.

EQUAL EMPLOYMENT OPPORTUNITIES

In the terms of the Charter, the college has a policy of being an Equal Opportunity Employer.

The over-riding principle for any appointment will be the best person for the job.

Consideration will be given to the demographic needs of the college.

CONFIDENTIALITY

Information received from the applicants, referees or gained in the appointment process is to be regarded as confidential to those involved in the appointment process.

Only those documents submitted by an applicant should be returned to the applicant.

Official Information Act

Official information is to be made available unless there is a good reason for with-holding it.

Refer to Act for specific details.

eg Applicants may request:

- Reason for the decision on their non-appointment (S.23)
- Personal information about themselves, eg referees' comments (S.27)
- Official Information, eg about the successful applicant (S.27)

In deciding whether any request should be granted, the Board should take into account the principle of availability and the need to protect the privacy of individuals; and obligations of confidentiality under the Official Information Act.

QUALIFICATIONS:

Professional Teaching Staff: Appropriate academic qualifications. Usually a degree or equivalent

Certified Teacher (with current practising certificate)

Other Positions: Formal qualifications as required by the position.

Applicants who do not have the necessary qualifications will be advised that they are ineligible for appointment.

PRE-SELECTION PROCEDURES

VACANCY ANALYSIS:

Either a new position or letter of resignation received by Headmaster.

APPOINTMENT COMMITTEE: (exceeding 12 months)

Full Time Teaching Appointments:

Appointment Committee to comprise:

Teacher position & 2 MUs

and below - Headmaster or Leadership Team member and HOD/HOF.

3MU or higher - Headmaster,

Deputy Headmaster - Headmaster, 2 + BOT Members

Deputy Principal - Headmaster, Deputy Headmaster, 2 BOT Members

Headmaster - Full Board of Trustees

Short-term/Relieving Staff) Headmaster and HOD/HOF

Part-time Teaching Staff)

Boarding Staff

Director of Boarding Headmaster Deputy Principal Commercial

Housemasters Director of Boarding & Deputy Principal Commercial

Supervisors Director of Boarding & Housemaster

Non Teaching Staff

Finance Manager - Headmaster & Deputy Headmaster + 1-2 BOT members

Cleaning &) Headmaster and/or Deputy Headmaster with

Administration Staff) Finance Manager, Deputy Principals (as appropriate)

JOB DESCRIPTION/PERSON SPECIFICATION:

Responsibility for preparing job description/person specification and advertisement to be delegated to the Headmaster, in conjunction with the relevant HOFs and other members of the Leadership Team, except for Headmaster's position which will be prepared by the BOT.

(a) Job Description to include:

Position details - title, location, tenure

Purpose of position

Tasks/Responsibilities

Professional responsibilities, community relationships, class teaching, school organisation.

Working relationships - who will the person be required to interact with, eg staff, community.

(b) Person Specification

- Specific skills, qualities, abilities
- Experience necessary
- Education/qualifications/knowledge

Any minimum or compulsory requirements must be specified.

INTERVIEWS

Reimbursement of actual interview expenses will be paid by the College.

APPLICATIONS

A Nelson College application form will be used.

Interested applicants will be supplied with copies of the Job Description/Person Specification.

ADVERTISING

Advertisement to be placed in Education Gazette. Appropriate positions may be advertised in the local newspaper.

The following vacant positions must be advertised in the Education Gazette in accordance with Section 3.2.2 STCA:

- Permanent full time positions
- Permanent part time positions
- Long Term relieving positions if more than one term
- Fixed term full time positions of more than one term and Permanent Units

All vacancies must also be internally advertised.

RECEIPT OF APPLICATIONS

The Headmaster's Secretary will be responsible for the relevant administration involved in appointments.

Applications will be logged as received and the list held at college. Applications leaving school premises should be accounted for by the Headmaster.

SELECTION PROCEDURES

At any time during the selection procedure the Headmaster can decide to recommend the position be re-advertised due to the lack of suitable applicants.

SCREENING

(a) Shortlisting

The shortlist should be narrowed to a maximum of four applicants.

(b) Referees

To be contacted only for shortlisted applicants.

Number of referees required to be three. Written statements advisable. Statements are to be related to the applicant's abilities and character.

SELECTION

Interviews

Interviews will be held for all Senior Administration and HOD positions and may be held for other positions.

POST SELECTION PROCEDURE

ACCEPTANCE

The successful applicant should be given seven days to accept the position in writing. *The appointment is subject to the result of a Police Vet in the case of Support Staff.*

Unsuccessful shortlisted applicants should be promptly informed that an appointment is pending and subject to acceptance by the provisional applicant within seven days.

Unsuccessful applicants should be notified of non-appointment when the successful applicant has accepted the position in writing.

On acceptance the Headmaster will confirm the appointment and the agreed commencement date. The following salary information should be included with the appointment letter:

- New Employee Detail Sheet
- IR 330
- School Staffing Appointment Form for Payroll Service
- (for new teachers or teachers returning from overseas) Application for salary assessment

If the successful applicant does not accept the position, the Headmaster will decide whether to offer the position to the applicant deemed to be second or to readvertise the position.

TIMELINE FOR APPOINTMENT PROCESS

Closing date for applications to be two weeks from the date of the final advertisement.

Late applications date stamped up to one day prior to the closing date will be accepted.

The successful applicant should be informed by telephone as soon as practical after interview and given seven days for acceptance in writing, *which would be subject to the result of a Police Vet in the case of Support Staff.*

Commencement date will be at the beginning of the next school term unless an actual commencement date was specified in advertising or in consultation with the new appointee.

APPENDIX 2

Process Once Confirmation of an Appointment/LWOP/Change of Conditions has been made.

1. Headmaster makes a decision re appointment/LWOP/change of conditions for a position.

Headmaster emails Headmaster's PA and Finance Manager his decision (including tenure / position description / MUs/MMAs/etc).

Headmaster communicates this to the appointee/HOD etc.

Unsuccessful applicant letters prepared & sent out by the Headmaster's PA.

Headmaster's PA follows through with police vet process for non-teachers

Non teaching staff employment contracts MUST have start dates and finish dates aligned with the days they actually work, together with details of the hours worked on each day specified. (Applications are rejected by NOVOPAY if these details are not provided.)

2. **Within two school days** - draft appointment letter prepared by Headmaster's PA, scanned and emailed to the Headmaster and Finance Manager to proof.
3. **Within the next school day** – approved appointment letter printed and signed by the Headmaster and two copies sent out - appointee has two copies for signing (including package of payroll/tax forms included)
4. **If the appointment/change starts at the beginning of the school year:**
 - Teaching staff start date is 28 January - termination date is 27 January of the following year.
 - Non-teaching staff start date is the first day students are present in the school (unless otherwise informed). **Note:** part time staff must start and finish on the day of the week stipulated in their Novopay documentation as advised by the Finance Manager.
5. **Within one week of the appointee receiving the letter:**
 - one signed copy to be returned to the Headmaster's PA and filed.
If not received, the Headmaster's PA contacts the appointee and then the Headmaster will do so if it still is not forthcoming.
 - The Headmaster's PA copies the signed letter and passes it onto the Finance Manager for filing/actioning.

APPENDIX 3

PROCEDURE : ALLOCATION OF MUS

1. In Term 4, a staffing list is published which includes the allocation of MUs from the previous year.
2. If a fixed term MU has expired, the Headmaster will decide if it is to be renewed, dis-established or re-advertised, in consultation with the Chair of PPTA (and if needed HOD/HOF)..
3. (a) If the GMFS allows for an increase in MUs, the Headmaster will present a case to the PPTA Chair for any new units. Decision will be made public to staff.
(b) If the number of MUs decreases, the Headmaster will attempt to manage this by natural staff attrition. If this cannot be managed, a CAPNA process will be needed to ensure the correct number of MUs are allocated
4. If, on 1 March, there is staffing which allows for an increase in MUs, the Headmaster will determine allocation of any new units, in consultation with the PPTA Chair.
5. All appointees must receive a letter of appointment and contract.

NOTE: Definition of a Fixed Term MU

A job description including tasks which, by their nature, could be completed in a set time, eg deans, completion in 5 years.

APPENDIX 4

PROCEDURE FOR THE ALLOCATION OF MIDDLE MANAGEMENT ALLOWANCES (MMA) in accordance with the Secondary Teachers' Collective Agreement (STCA)

Guidelines

1. MMAs are additional salary recognition for current designated curriculum and/or pastoral management responsibilities to support recruitment and retention of teachers who hold these positions.
2. MMAs are restricted to
 - (a) Teachers without units who have a designated curriculum or pastoral management responsibility.
 - (b) Teachers with 1-4 units who have a designated curriculum or pastoral management responsibility.
 - (c) Teachers with 5 units who have a significant designated curriculum related management responsibility

Note- Board funded payments ("3R Payments") do not count in determining eligibility for MMAs.

3. Consultation between Headmaster and PPTA Chair is required prior to allocation. This consultation will require sufficient time to be set aside, a genuine effort by all concerned and full disclosure of information.

Implementation:

1. One MMA will be allocated to each MU holder in strict accordance with Sect. 4.3a2, with the tenure of the MMA to match the tenure of the MU.
2. Where there are insufficient MMAs, negotiation between the PPTA Chair, the MU holder concerned and the Headmaster may occur. Failing this, the following guidelines will apply:
 - (a) A permanent MU will have priority over a fixed term MU.
 - (b) The longer tenure of MU will have priority.
 - (c) Any MU holder disadvantaged by a shortfall in the number of MMAs to be allocated may negotiate a time allowance or payment in lieu of a MMA.

Note:

Teachers without units who have a designated curriculum and/or pastoral management responsibility (Teacher in charge) should have their status formally recognised by the Headmaster and be eligible for an MMA with the same priority rights as a fixed term MU.

DISCLAIMER

Notwithstanding anything included in this policy, the allocation process shall not contravene the letter and spirit of the STCA.