



Rudolf Steiner School Trust Otago (Incorporating the
Dunedin Rudolf Steiner Kindergarten)

Appointments Policy

1. The staffing group for appointing the Kindergarten Manager will consist of :-
 - The School Principal
 - A College of Teachers representative
 - A Proprietors representative.
2. The staffing group for appointing all other staff will consist of
 - The Kindergarten Manager where a kindergarten teacher is appointed
 - The Executive Officer, when administrative staff are appointed
 - At least one other member of the College of teachers will make up the group
 - The Proprietors Trust will be asked if it wishes to send a representative.

The selection process and interview will be carried out by the staffing group. On occasion the interview panel may be a subgroup of the staffing group.

3. The staffing group will consider the following when confirming the job description and person specification, and any related advertisement:
 - Desirable qualifications, attributes and experience related to the position and to the school's special character
 - Teacher registration requirements (at least 80% registered teachers in kindergarten) and the financial implications of using a registered or unregistered teacher
4. Vacancies will be advertised as follows:-
 - The Kindergarten Manager position will be advertised in the Education Gazette and in the Steiner/ Waldorf network
 - Other positions may be advertised internally first, to existing staff. If this selection process is unsuccessful then the post may be advertised in local newspapers, the newsletter, Steiner networks, the Gazette, and other publications as appropriate
 - In the case of a vacancy that was part of a job share arrangement, then the other party to the job share will first be offered the vacancy.

When making appointments, the Staffing Group will:-

- First ascertain from the Proprietors Trust whether it wishes to be consulted on the staffing group's recommendation prior to any job offer being made by the Management Team
- Ensure that all processes are legal and fit best practice according to Department of Labour guidelines and NZ Childcare Association advice
- Decide who will be on the interview panel (at least two members)
- Declare any prior knowledge of the applicant. A decision will be made as to whether continued involvement in the process with that individual is appropriate.
- Shortlist candidates

- Establish a set of interview questions that are used consistently with each candidate and that also meet the needs of the Safety checks as specified in the Children's Act 2014.
- Keep written notes of responses at interview to be kept in a successful applicants personnel file.
- Ensure Equal Opportunity issues are addressed.
- Ensure confidentiality is respected.
- Take up at least 2 references prior to appointment, written references or written notes of responses of verbal references to be kept in a successful applicants personnel file.
- Report recommendation to the Management Team so that a decision can be made - or so the Management Team can report the recommendation on to the Proprietors Trust (depending on whether the Trust has agreed to delegate the decision making to the Management Team)
- Report decision to the Board or the Proprietors Trust as appropriate.
- Notify all successful and unsuccessful applicants.
- Conduct safety checks to confirm identity and check prior work history as specified in the Children's Act 2014.
- Keep copies of ID in a successful applicants personnel file.
- Ensure successful applicants are police vetted or registered by the Teaching Council (Children's Act 2014).
- Finalise contracts and ensure that induction and support for newly appointed staff is in place.

Signed 

Date 9/4/24 Review Date 9/4/27