



Operational Policies

3.08 Recruitment and Selection Policy

Classification: Human Resources

Date: October 2022

Applies to: All Employees
(excluding General Manager)

Review Date: October 2024

Approved by: General Manager

Purpose:

- To ensure the Association attracts and appoints competent staff with relevant and appropriate qualifications and experience in accordance with applicable legislation and standards.

References:

- Current Kindergarten Teachers, Head Teachers and Senior Teachers Collective Agreement (KTCA)
- State Sector Act 1988
- Employment Relations Act 2000
- Current Employment Agreements
- Employee Code of Conduct
- Children's Act 2014
- Kaitiaki Kindergartens Policy 3.03 Equal Employment Opportunity Policy
- Kaitiaki Kindergartens Policy 3.09 Safety Checking Policy

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres – are referred to as services
- Non-teaching employees – Other Employees

Policy

1. The 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;
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- d. fair and consistent procedures including a full Safety Check 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 General Manager who will generally delegate the responsibility to the Senior Management to administer the process.

Procedures

Policy for the appointment of teaching and service based employees

In accordance with the Children's Act 2014 the following Safety Check procedure applies to all positions that become vacant within the Association:

- Proof of Identify (a primary document and a secondary document one of which must have a photo) must be provided by all successful applicants to positions within the Association;
- A face to face meeting/interview will be held for all shortlisted applicants.
- Recent work history in the form of a CV will be required covering at least the last 5 years.
- Two referees unrelated to the candidate will be contacted to ensure suitability for the position and their suitability to work with children..
- Information will be sought from professional organisations of which the person is a member. For teaching this is the Teaching Council to ensure they have a clean, current practising certificate.
- A police vet with a satisfactory outcome will be needed for any candidate who does not hold a current practising certificate.
- A risk assessment is undertaken by Support Office Management Team, once all the above information is received to ensure the candidate does not pose a risk when working with children.

The above information will be securely stored in the person's individual file at the Support Office. During their employment an existing staff member Safety Check will be undertaken every 3 years that includes the following:

- Ensuring identity information is still current and there has not been any change of name
- Relevant registration bodies are checked to ensure currency of practising certificate
- A police vet is undertaken for those employees who do not have a current practising certificate
- A risk assessment is undertaken once all the above information is received to ensure the employee does not pose a risk when working with children.



Teaching Positions

All teaching positions will be advertised in a nationwide publication (such as the Education Gazette), internally within the Association and on Social Media.

1. Applicants for teaching positions must
 - hold a New Zealand recognised teaching qualification suitable for early childhood education; and
 - Be registered as a teacher in New Zealand, and hold a current Practising Certificate, or in the case of new graduates provide evidence that certification has been applied for.
 - Be entitled to work in New Zealand.
2. The Association reserves the right to transfer or redeploy permanent teachers into a position that has not yet been advertised, as per the provisions of the KTCA.
3. Applicants must supply names or at least two referees who are able to comment knowledgeably on their teaching practice:
 - a. At least one of the referees should be a previous employer who can be contacted by telephone.
 - b. For new graduates it is preferable that one of these be from the Teacher Education Provider or a senior leader from a practicum placement.
4. All information that is emailed to Service Leaders will be sent to their individual work email address. This is to ensure all information remains confidential and cannot be viewed by other team members and/or members of their family.
5. Late applications will be considered on a case by case basis.
6. PPLs will contact unsuccessful applicants to let them know that they have not been successful in their application on this occasion and provide feedback to unsuccessful applicants on request.

Service Based Administrators

1. Service Leaders, in conjunction with the Finance Manager, will be responsible for filling any vacancies for Administrator positions in kindergartens.
2. To ensure compliance with the Children's Act all candidates will be required to have an interview with the Service Leader and a member of Senior Management.
3. All applicants for Administrator positions must undertake a Police Clearance with the New Zealand Licensing and Vetting Service before their permanent appointment with the Association 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 the Association as to whether employment is offered or confirmed.



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4. Service Leaders will contact unsuccessful applicants to let them know that they have not been successful in their application on this occasion and provide feedback to unsuccessful applicants on request

Support Staff Positions

Service Leaders, in conjunction with Senior Management, will be responsible for filling any vacancies for Support Staff positions in kindergartens.

1. To ensure compliance with the Children's Act all candidates will be required to have an interview with the Service Leader and a member of Senior Management..
2. All applicants for Support Staff positions must undertake a Police Clearance with the New Zealand Licensing and Vetting Service before their permanent appointment with the Association can be confirmed. Where this process indicates the person holds convictions other than those which are included in the Children's Act, it is at the discretion of the Association as to whether employment is offered or confirmed.
3. Service Leaders will contact unsuccessful applicants to let them know that they have not been successful in their application on this occasion and provide feedback to unsuccessful applicants on request

Support Office Positions

The General Manager will be responsible for filling any vacancies for Support Office positions. However, they may delegate the responsibility to a member of the Senior Management team at their discretion.

1. A Safety Check will be undertaken for all successful applicants for Support Office positions. Where this process indicates the person holds convictions other than those which are included in the Children's Act, it is at the discretion of the Association as to whether employment is offered or confirmed.
2. The GM or his delegate will contact the unsuccessful applicants and let them know that they have not been successful in their application at this time. They will provide feedback to unsuccessful applicants on request

Procedures for teacher appointments

1. The appointments process is as follows:
 - a. Position is advertised in the Education Gazette, on the Association's website, and Social media, with a closing date for applications.



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- b. Applicants will be asked to submit a CV and cover letter as the first stage of their application.
- c. All applicants will be notified that their application has been received.
- d. All applications will be reviewed by the PPLs. They will then create a short list to send to the Service Leader. The preferred applicants will then be offered an interview.
- e. The PPL(s) and the Service Leader will make up the interview panel.
- f. If no satisfactory applications have been received, the position will be re-advertised.
- g. If interviews are scheduled, applicants on the shortlist will receive a phone call to invite them to an interview. At this point they will be sent an application/interview pack to complete. They will also be invited to bring examples of assessments for 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, photocopied and verified by the PPL with the official stamp provided for this purpose. The successful applicant will have their information placed on their personnel file. The information for the unsuccessful applicants will be placed in the office destruction bin unless the applicant has indicated they wish us to keep it on file for 12 months.
- h. Applicants who are not shortlisted will receive notification, usually via email, as soon as possible informing them that they have been unsuccessful.
- i. 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 PPL via telephone.
- j. Following reference checks Senior Management 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.
- k. 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.
- l. Once the successful applicant has verbally accepted the position and indicated a possible start date the PPL will notify the Service Leader and the Finance Manager to arrange for a contract to be drafted.
- m. The appointee will be sent a letter of offer and a contract which should be completed and returned to Support Office within five working days.



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- n. If the successful applicant does not accept the position Senior Management 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, is appropriate.

Signed:

Date: 30 March 2023

General Manager

A handwritten signature in black ink, consisting of a large, stylized letter 'R' followed by a long horizontal stroke.

Endorsed by

Signed:

Date: 30 March 2023

President of the Board

A handwritten signature in black ink, featuring a large, stylized letter 'P' followed by a long horizontal stroke.