



WESLEY COLLEGE HOSTEL COUNCIL

Staff Appointment Policy

RATIONALE

The Principal of Wesley College is responsible for all appointments on the basis that the appointment is to a defined position, that the appointees are sympathetic to and agree to work within the spirit of the Special Character of the College, and that they satisfy the legal requirements of appointment.

PURPOSE

The purpose of this policy is to clarify the delegated authority at each level of appointment.

POLICY GUIDELINES

1. An Appointments Committee of the Hostel Council and the Principal will jointly appoint to the position of Director of Boarding and Director of Business Services
2. The Principal will appoint the Departmental Managers in consultation with the Director of Business Services. The Principal will appoint House Parents, in consultation with the Director of Boarding and Director of Business Services. The Principal will appoint members of the Chaplaincy Team in consultation with the Superintending Chaplain.¹
3. The Principal may request the Director of Business Services to coordinate advertising vacancies, the preparation of position descriptions, gather referees' reports, make arrangements for any interviews, and notify the outcome of any interviews to applicants.
4. A Departmental Manager will short-list for interview where a position reports to that Manager in consultation with the Director of Business Services. The Director of Business Services will recommend an appointment to the Principal.
5. All appointments shall be made in accordance with the relevant requirements of the Vulnerable Children's Act, Human Relations Act, the Equal Employment Opportunities Act, the Employment Relations Act and the Code of Practice for the Pastoral Care of International Students.
6. All permanent appointments are to be widely advertised in a manner that will provide the opportunity for a range of applicants to express interest in a position.

This policy was adopted by the Wesley College Hostel Council on 5 April 2018. This policy will be reviewed on or before the November 2021 Hostel Council meeting.



CHAIRPERSON

5 April 2018

¹ The Hostel Council notes that the Superintending Chaplain is a stationed Connexional appointment made by the Methodist Church of New Zealand Te Haahi Weteriana o Aotearoa. Refer, Wesley College Trust Board Staff Appointments Policy.