



EMPLOYMENT FACT SHEET

FILLING SPECIAL CHARACTER CL 47 POSITIONS RETROSPECTIVELY AND INTERNALLY

Introduction

Schools sometimes appoint a person to a general position¹ and later decide that person could hold a special character position. Special character positions may be filled internally, providing that the availability of the special character position is advertised to the whole staff so that anyone acceptable may apply. The following guidelines must be followed to ensure the process is transparent and legal.

Guidelines

The Principal talks to the Board about initiating an 'Internal Application Process' to fill a **CI 47 special character position** and why this is happening.

The following steps must be followed:

1. The Board convenes a committee to manage the internal application process. Please refer to your Appointments Policy. Ensure that at least one member of the committee is a Proprietor's Appointee.
2. The **CI 47 tagged position** must be re-advertised with the appropriate special character **CI 47** wording, see the [Employment Section: Advertising for special character positions](#) on the Handbook website. The advertising can be in the Education Gazette or just within the school. See [Factsheet: Advertising CI 47 and CI 50 positions](#).
3. The application pack must include a new job description reflective of the special character position being filled, as well as:
 - The NZCEO [Fact Sheet: Notes and Information](#) for **CI 47 tagged position**.
 - A CI 47 S Form. <https://www.nzceohandbook.org.nz/employment/> scroll to the bottom of the page where you will see Schedule 6 (CI47) Form. Download this.
 - A copy of the [Code of Commitment Ethics for Staff of Catholic State Integrated Schools](#).
 - A copy of the [Statement of Expectations for Staff of a Catholic School](#)

¹ A position that is not a special character position

4. Given the applicants are already well known, the appointments committee will need to decide if applicants should apply by 'written expression of interest' or whether application by completing the Schedule 6 CI 47 Form is enough.
5. The Principal meets with all the teaching staff and provides an explanation about the special character position vacancy, including the expectations of a teacher holding a special character position. Use the NZCEO [Fact Sheet: Notes and Information](#) for **CI 47** Forms.
6. In the same meeting, the principal introduces the 'Internal Application Process' to the staff and tells them who they go to for the information pack / application details. It would be valuable for the Principal to answer any questions, but at the same time not to give any assurances to anyone. The internal application process needs to be transparent to avoid any risk of personal grievance.
7. **Secondary Schools:** Once the deadline for applications has closed, the Principal takes the **CI 47 Form/s** to the Proprietor's Appointees on the School Board and asks them to work through the acceptability process. See the Handbook: [Process for Establishing Acceptability and Suitability](#). They determine acceptability in the usual way documenting their decision making. The Proprietor's Appointees advise the Appointments Committee of the acceptable applicants. If there are more applicants than positions, the Appointments Committee decide who will be the successful applicant.
8. It is the NZ Catholic Bishops strong recommendation that secondary school boards use the expertise provided by the Diocesan Office to determine acceptability and that role can be delegate to the office if the school Board agrees.
9. **Primary Schools:** Once the deadline for applications has closed the **CI 47 Form/s** must be sent to the Diocesan Education Manager or Vicar for Education who will determine which applicants meet the criteria for acceptability. The Manager/Vicar will write to the appointments committee, with conditions of appointment if necessary, and the Appointments Committee will decide who will be the successful applicant. If there are more applicants than special character positions, the Appointments Committee decide who will be the successful applicant.
10. The Principal then writes to the applicant to appoint them to the special character and a new [letter of appointment](#) is written. These can be accessed from the NZCEO resources section of the website.
11. In both situations the Principal will inform the Diocese Education Manager of the successful applicant so a Notification of Appointment can be completed and returned to the Office.
12. If **conditions of appointment** are made by the Proprietors Appointees or Diocese Education Manager, the successful applicant must be made aware of these and agree to them. The School Board and Principal have a responsibility to put a plan in place to help these conditions to be met in a meaningful and manageable way.
13. The appointment is announced to the staff.
14. It is important to do the paperwork and file it appropriately.

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