



Personnel Policy

NAG 3 - Personnel

Rationale

The Board of Trustees recognises its obligation to be a good employer and to fulfil the requirements of Nags 3 and 5.ii, since the factor most likely to maximise student learning is the quality and motivation of the staff.

Guidelines

The Board delegates responsibility to the Principal on all matters relating to the management of staff in the expectation that they will be managed in a sound, fair and respectful manner in accordance with the terms of current employment legislation and other relevant law, including the Education State Sector, Human Rights and Privacy Acts. Therefore, the Principal will ensure that:

1. High quality appointments are made

- The school’s appointments procedures will be fair and transparent
- The full Board of Trustees will manage the recruitment and appointment processes for the role of Principal
- The Board of Trustees personnel committee will form part of the interview panel in the appointment of all positions of responsibility holding three permanent units (3PU) or more.
- The Board of Trustees delegates to the Principal and will ratify at a full board meeting all appointments of Teachers including those holding up to and including 2 MUs, and support and administration staff.
- As far as possible, appointments will reflect EEO guidelines
- Successful candidates must sign acceptance of the Staff Code of Conduct
- All staff will be provided with an employment agreement, either individual or collective
- All teaching staff will be registered or have a current Limited Authority to Teach and support staff are police vetted
- The school will endeavour to use high quality day to day relievers

2. High quality appraisal and professional development takes place regularly for all staff

- All staff will experience regular, high quality professional development which is clearly linked with the goals in the Strategic and Annual Development Plans and enhances the educational opportunities and achievement of students
- The principal will report annually to the Board of Trustees on professional development outcomes including an evaluation of the programme as it relates to the school’s strategic goals
- All staff will be appraised in a professional, evidence-based and developmental manner, in accordance with the requisite legislation

3. Conditions of service for all staff are fair

- Teacher attestation for progress through the salary scale will be rigorous, fair and documented.
- The school will publish a Complaints Policy and has a Protective Disclosure Procedure.
- Staff must comply with regulations and the school’s procedures relating to leave of absence
- The school will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, codes of practice and Te Tiriti o Waitangi Kaupapa.
- Staff rights to personal dignity and access to a fair internal grievance process will be ensured.
- Staff misconduct and performance issues will be addressed firmly, quickly and lawfully, whilst maintaining the mana and dignity of the staff member

4. Supporting Procedures

- Equal Employment Opportunities
- New Appointment Procedures
- Staff Security
- Performance Appraisal
- Professional Development
- Staff Leave

Ratified by the Board

Erina Kent, Board Chairperson

Date

Next Review: _____

Review History:

24/06/2014	27/06/2017					
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