



## **MICHAEL PARK SCHOOL AND KINDERGARTEN POLICY**

### **PERSONNEL**

#### **Rationale**

In accordance with its obligation to be a good employer and fulfil the requirements of NAGs 3 and 5.ii the Board of Trustees is committed to helping to create a positive work and learning environment that attracts, retains and values diverse staff and enables all staff to contribute fully.

#### **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, our Integration Agreement and other relevant law including the Education State Sector, Human Rights Act, Privacy Act and Health & Safety at Work Act. Policies and procedures will promote high levels of staff performance, effective use of resources and recognise the needs of students. Therefore the Principal will ensure that:

#### **1. High quality appointments are made**

- a. The school and kindergarten's appointments procedures will be fair and transparent. Selection should be determined on the basis of relative ability, knowledge and skills after fair and open competition which ensures all receive equal opportunity.
- b. An effort will be made to attract staff who have skills, perspectives and attributes that will enhance our ability to serve the community and achieve the strategic, learning and special character goals.
- c. The full Board of Trustees will manage the recruitment and appointment processes for the Principal, which may include delegation to a sub-committee and will include consultation with RSST and COT. Only full Board of Trustees members will be eligible to vote on the appointment.
- d. A Board of Trustees member will sit on the appointment committee for all appointments of 3MU and above
- e. The Board of Trustees will ratify all senior management team appointments
- f. As far as possible, appointments will reflect EEO guidelines
- g. Successful candidates must sign acceptance of the staff code of conduct
- h. All staff will be provided with a contract.
- i. Employees and contractors will undergo police vetting as a prerequisite to employment as per the requirements of the Education Act 1989 and amendments of May 2010
- j. All teaching staff will be registered or have a current Limited Authority to Teach
- k. The school and kindergarten will endeavour to use high quality day-to-day relievers with knowledge of the special character whenever possible.

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

- a. All staff will experience regular, high quality professional learning and development (PLD) which is clearly linked with the appraisal outcomes, personal growth and the

- goals in the strategic and annual plans and focused on enhancing the special character of the school and educational opportunities and achievement of students
- b. The Principal will report annually to the Board of Trustees on professional learning and development outcomes including an evaluation of the programme as it relates to annual and strategic goals
  - c. All staff will be appraised regularly in a professional, evidence-based and developmental manner in accordance with current employment legislation
  - d. A performance agreement will be established between the Principal and Board each year

**3. Conditions of service for all staff are fair**

- a. Attestation of teachers for progress through the salary scale will be rigorous, fair and documented
- b. The school and kindergarten will publish a Complaints Policy and a Protective Disclosure Policy
- c. Staff must comply with regulations and the school and kindergarten procedures relating to leave of absence
- d. The school and kindergarten will take reasonable steps to protect staff from unsafe or unhealthy working conditions including a smoke-free environment
- e. Staff rights to personal dignity and access to an approved and fair internal grievance process will be ensured
- f. Staff misconduct and performance issues will be addressed lawfully and in a timely manner whilst maintaining the mana and dignity of the staff member

Ratified by Board/RSST:



Signed for BOT/RSST

Date: 08/04/2019