

# HUNTLY COLLEGE

## 2. PERSONNEL AND APPOINTMENTS POLICY

The Board delegates responsibility to the Principal on all matters relating to the appointment and management of staff in the expectation the process is based on sound and fair principles and practices at all times. All staff are treated with dignity respectful manner in accordance with the current terms of employment documents and identified good practice. Therefore, the Principal must ensure:

1. That all employment related legislative requirements are applied in accordance with relevant employment contracts (NZEI, PPTA) e.g. registered teachers, records of registration maintained etc.
2. All employees their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
3. A smoke free environment is provided.
4. That employment records are maintained and that all employees have written employment agreements.
5. That employee leave is effectively managed and reported so:
  - a. That the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
  - b. Board approval is sought for any requests for discretionary staff leave with pay.
  - c. Board approval is sought for any requests for discretionary staff leave without pay.
  - d. Board approval is sought for any requests for staff travelling overseas on school business.
  - e. The Board is advised of any staff absences consecutive longer than 3 school days.
6. That performance management agreements are established for all staff and that appraisal reviews are undertaken annually in accordance with approved procedures and guidelines.
7. A suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans, is provided as part of each employee's performance agreement.
8. The requirements of the Health and Safety in Employment Amendment Act 2002 are met.
9. Advice is sought as necessary from NZSTA advisors where employment issues arise.
10. Appointments are made in accordance with all relevant legislation and that the Principal must ensure according the particular vacancy, the following schedule is utilised:
  - a. Appointment of the Deputy Principal, Head of Departments/Senior Teachers, typically with more than 2 Management Units will involve an appointment committee consisting of the Principal, the Board Chair and a further trustee (should the Board feel the need to include one.)
  - b. Unless determined otherwise by the Board, appointment of all other teachers, part time teachers, long-term relieving teachers, and non-teaching staff will be the responsibility of the Principal in consultation with the Board Chair or delegate where deemed necessary.
11. Non-teaching staff appointments is the responsibility of the Principal.
12. Appointment of the Principal is the responsibility of the Board, which will determine the process.
13. The Principal shall provide a report/assurance to the Board at least once a year in relation to the following:
  - Staff appointment process
  - Teacher registration (including practising certificates and LATs)
  - Provisionally registered teachers induction programme.
  - Non-teaching staff have had a police vet carried out before they were employed and every 3 years since.
  - Staff have an up to date job/role description
  - Assessment of teachers against the professional standards
  - Appraisal of teaching staff by the professional leader of the school based on the Standards for the Teaching Profession.
  - Salary increments as a result of a positive assessment against all professional standards at the teacher's level.
  - Staff professional development programme and outcomes.
  - EEO programme.

## **ASSOCIATED PROCEDURES AND GUIDELINES**

### **2.1 Appointment of Staff – Procedure 301.1**

- the Board of Trustees will appoint the Principal, in accordance with the written procedures.
- the Principal will consult with the Board of Trustees for Senior Staff appointments.
- all other permanent, fixed term, short term relief and day relief staff will be appointed by the Principal.
- all appointments will be ratified by the Board of Trustees.
- all appointments will be made in line with Procedure 301.1.

### **2.2 Staff Induction – Procedure 301.2**

- induction of new staff ensures that they are able to perform their job and assists them in feeling comfortable and confident within their working environment.

### **2.3 Equal Employment Opportunities Programme – Procedure 301.3**

- all school policies and procedures will incorporate E.E.O. requirements.
- the Board of Trustees will specify an E.E.O. programme in consultation with its employees.

### **2.4 Job Descriptions – Procedure 301.4**

- the development of Job Descriptions for all Huntly College Board employees to be generated through the Performance Management process for teaching staff and a consultative process through discussion with the Principal for non-teaching staff.
- all employees should have a formal, agreed job description which is reviewed, as required.

### **2.5 Performance Management – Procedure 301.5**

- the school will have a Performance Management System which is consistent with National Standards and in keeping with goals of the Charter.

### **2.6 Professional Development – Procedure 301.6**

- the school will have a staff development programme for all staff

### **2.7 Management Unit Allocation – Procedure 301.7**

- annually any unallocated Fixed Term Management Units will be allocated in accordance with the STCA provisions.
- the fair and equitable allocation of Management Units and Allowances will assist the school to meet its priorities. Appropriately, skilled teachers will be rewarded and/or retained and acknowledged by receiving payment of these units/allowances.

### **2.8 Harassment – Procedure 301.8**

- any form of harassment is not acceptable at Huntly College and the Board of Trustees will deal with any instances of harassment under the Protected Disclosures or Complaints procedure.

### **2.9 Staff Leave – Procedure 301.9**

- leave is generally covered by the relevant Collective or Individual Contracts.
- the Principal has Delegated Authority to manage staff leave.

### **2.10 Staff Discipline – Procedure 301.10**

- at all times the Board will act in a fair and reasonable manner, when dealing with staff discipline issues ensuring procedures are equitable, consistent and open.

### **2.11 Staff Scholarships – Procedure 301.11**

- available to staff to support study that professionally develop themselves and / or Huntly College.

### **2.12 Complaints - Procedure 301.12**

- matters of concern will be directed to the person/s involved.
- the Principal or a Board of Trustees member may receive a complaint in writing and will direct it to the person/s concerned.
- the Principal may act as a facilitator in a meeting between the parties concerned.
- the investigation or consideration of a complaint should be on a scale appropriate to that complaint and should not escalate the issue beyond those who are immediately involved.

### **2.13 Relief Procedure**

- Our aim is to provide high quality education in every class, every day. In order to provide opportunities and to build futures with our students, we need to ensure learning happens even when the usual teacher is not present.

## 2.15 Teacher Laptop Guidelines

### ASSOCIATED POLICY

#### 2.14 Timetable Policy

- The PPTA Collective Agreement dictates an entitlement for each teacher a minimum allocation of non-contact hours per week. There are additional factors that contribute to an equitable distribution of duties and classes that must be considered when the timetable is developed each year.

**Review schedule:** Annually

