



## **Khandallah School** **Statement of Policy**

### **“Personnel”**

#### **National Administration Guideline 3**

*According to the legislation on employment and personnel matters, each Board of Trustees is required in particular to:*

- 1. Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students.*
- 2. Be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in the employment contracts applying to teaching and non-teaching staff.*

#### **Desired Outcome**

- Khandallah School will be a good employer;
- Khandallah School recruits, develops and retains a motivated and professional team of teaching and support staff;
- Staff feel valued and treated fairly, so that they can achieve their full potential.

#### **General Employment Principles**

- Khandallah School will comply with all applicable legislation;
- All staff will be employed under an Individual Employment Agreement or a Collective Agreement;
- Khandallah School values diversity with appropriate recognition of individual needs;
- Staff treatment is fair, equitable and transparent;
- Sexual harassment is unacceptable at Khandallah School;
- The school environment is smoke free for students and staff;
- Staff are given opportunities for ongoing professional development and learning in the context of their role;
- Excellence and contribution to the school are valued and good staff performance will be recognized.

## **APPOINTMENTS**

- The Board must approve the creation of any new teaching position before the appointment process commences;
- The Appointments Committee for the appointment of either the Deputy Principal or Assistant Principal positions must comprise at least one Board member;
- For all appointments, an impartial selection process shall be followed, resulting in the person best suited to the position being appointed;
- The makeup of the Appointments Committee must be constant in terms of the members who interview all candidates for a particular position.

### **Delegation of Responsibility**

- The Board Chairperson will manage the process of appointing a new Principal, with the Board retaining the authority to make the appointment;
- The Principal (or their delegate) will chair the Appointments Committee and manage the process of appointing all other staff, including the authority to make the appointment.

### **Supporting Documentation**

- Individual Employment Agreements
- Collective Agreements
- Appointments Procedures
- Application Form
- Job Descriptions
- Person Specifications
- Induction Procedures

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

- All school policies and procedures will incorporate EEO principles;
- A summary report on compliance with the Equal Opportunities Programme shall be included in the Annual Report.

### **Delegation of Responsibility**

- The Board is responsible for ensuring that its policies comply with State Sector Act 1998 s.77A obligations;
- The Principal is responsible for developing, maintaining and complying with the Equal Opportunities Programme.

### **Supporting Documentation**

- Equal Opportunities Programme

## **PERFORMANCE MANAGEMENT**

- Khandallah School will have a performance appraisal system;
- All staff will receive at least annual feedback against clearly defined and agreed performance objectives;
- The appraisal process for teachers will include classroom appraisal and attestation against the professional standards set out in the Collective Agreement and the Registered Teachers Criteria, as specified by the New Zealand Teachers Council (fully operative from 2011);
- A timetable will be developed and the focus area for classroom observations identified at the beginning of the year;
- Personal development goals based on the previous year's performance and school goals will be set in consultation with the syndicate leader.

### **Delegation of Responsibility**

- The Board is responsible for performance management of the Principal, including negotiating an annual appraisal process and performance agreement with the Principal;
- The Chairperson of the Board will manage the completion of the appraisal process, with the Board retaining the authority to approve Principal appraisals;
- The Principal (or their delegate) is responsible for performance appraisal of all other staff and negotiating and monitoring professional development plans based on the performance appraisals.

### **Supporting Documentation**

- Principal's Appraisal Process
- Principal's Performance Agreement
- Primary Principals' Professional Standards
- Teaching Staff Appraisal Process and Timetable
- Professional Standards for Teachers
- Registered Teachers Criteria

## **LEAVE**

- Leave provisions are generally covered by the relevant Collective Agreement or Individual Employment Agreement;
- Leave outside these parameters may be granted at the discretion of the Principal;
- The Principal will consult with the Board on all leave applications of more than 5 days duration.

## **COMPLAINTS**

- Any matter of concern will be discussed with the person concerned in the first instance;
- When the Principal or a Board member receives a complaint in writing they will discuss this with any staff members concerned, giving them the opportunity to respond;
- The Principal may act as a facilitator in a meeting between the parties concerned;
- The School and the Board of Trustees shall have procedures for managing complaints;
- The investigation of a complaint should be on a scale appropriate to that complaint and will be escalated only when necessary. Confidentiality will be maintained amongst those immediately involved.

### **Date of Approval**

**Approved by the Board of Trustees at its meeting**

**on November 2011**

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**Board Chairperson**

### **Date of Review**

**This Statement of Policy will be reviewed by the Board of Trustees on or before 31 December 2013.**