



Personnel Policy

Policy Statement

To achieve its vision, the Greymouth High School Board of Trustees recognises that the qualities and performance of its staff are the most important factors it can influence. Overall staff selection is driven by the school's vision and values (within the constraints of resourcing and legislation).

The Board of Trustees acts as a good employer as defined in legislation, the provisions of all relevant employment contracts and the requirements of NAG 3 and 5.ii. We implement policies and procedures promoting high levels of staff performance recognising that the factor most likely to maximise student learning are the qualities and motivation of the staff.

Delegations

The Board of Trustees delegates to the Principal responsibility for the day-to-day management of staff in the expectation that they are managed in a sound, fair and respectful manner in accordance with current Collective Agreements, the terms of current employment legislation and other relevant law, including the Employment Relations Act, State Sector Act, Human Rights and Privacy Acts, Vulnerable Children Act, Employment Relations Act and Health and Safety at Work Act. Accordingly, the Principal maintains an up to date set of procedures that specify how the Board's personnel policies are carried out in the day-to-day operations of the school.

1. Staff Appointments

1. All staff appointments are made using fair, equitable and transparent procedures that meet all legal requirements and ensure the best available person suited to the position is appointed.
2. The full Board of Trustees manages the recruitment and appointed processes for the role of Principal. The Board must seek assistance with the process from an external agent who has in-depth knowledge of recruitment methodologies. Only elected and co-opted members with voting rights may vote in the final decision.
3. Three Trustees including the Principal will be involved in the appointment of the Deputy Principal.
4. Appointments to the Senior Leadership Team including the Executive Officer are made by the Principal and Board of Trustees representative/s (up to 3 nominated by the Board) forming an appointment committee and developing a process which must include student voice.
5. Any fixed term (over one term) or permanent appointments of 2MUs or the equivalent and above are made by an appointment committee that includes at least one Board member nominated by the Board.
6. The Principal and/or formally delegated Senior Leader, in consultation with the relevant Head/s of Department and using student voice, make all other teaching appointments.
7. Support staff appointments are made by the Principal and/or the Executive Officer and staff from the area involved.
8. All Support staff ("core" and "non-core workers") are police vetted and screened (ref. Vulnerable Children's Act 2014)
9. The allocation of Management Units is outlined in the Units Allocation procedure.
10. Appointments should, as far as possible, reflect EEO guidelines.
11. All new staff are inducted appropriately.
12. All staff appointments are ratified by the Board of Trustees.

2. Conditions of employment

1. All staff are employed under individual or collective employment agreements and the Board commits to meeting the terms of these agreements.
2. Teacher attestation for progress through the salary scale follows contractual and legal requirements, is rigorous, fair and documented.
3. Staff misconduct and performance issues are addressed quickly, firmly and lawfully.
4. Staff rights to personal dignity and access to a fair internal grievance process is ensured (See Complaints and Protected Disclosures Policies).
5. The school takes reasonable steps to protect staff from unsafe or unhealthy working conditions and commits to meeting the terms of the HSWA 2015.
6. The Staff Handbook is available to all staff, updated annually and guides all employees on day to day processes and procedures.
7. Teachers' conduct is guided by the *Code of Professional Responsibility and Standards for the Teaching Profession*
8. The Board provides reasonable access to a confidential Employee Assistance Programme.

3. Professional development

1. All teaching staff experience regular, high quality professional development which enhances the educational opportunities and achievement of our students and improves the capabilities of staff. All staff are expected to engage in professional learning relevant to their role as agreed through the performance appraisal process.
2. Priority should be given to professional development that contributes to the goals and objectives outlined in the Greymouth High School Strategic and Annual Plans.
3. There is an annual budget allocation for staff professional development.
4. There is an annual evaluation process for professional development programmes.
5. An annual report on staff professional development is provided for the Board.

4. Performance management and appraisal

1. Greymouth High School values and acknowledges good staff performance in order to develop and maintain a culture of professional excellence, a positive learning environment to promote successful learning outcomes for our students and to fulfill our legal obligations.
2. The Principal operates a performance management system that annually tracks the performance of every staff member against clearly defined objectives, shared expectations and job descriptions using suitable and consistently applied appraisal and feedback mechanisms. In respect of teaching staff the Practising Teacher Criteria and Professional Standards will also apply in the process.
3. Performance appraisals are used to inform individual professional development priorities and planning.
4. The Board of Trustees will receive an annual report confirming that appraisals have been completed. The Board will not receive information on the appraisal of individual staff members unless formal competency issues have been identified.
5. The Chairperson of the Board of Trustees ensures the Principal's performance is evaluated against the professional standards for Principals and objectives agreed annually with the Board of Trustees.

5. Harassment

1. Any kind of harassment, including bullying, sexual, religious and racial harassment is not acceptable at Greymouth High School. Procedures to deal with any form of harassment of students and staff are contained in the Staff Handbook.
2. The school meets the requirements of the Human Rights Act, Employment Relations Act, Equal Employment legislation and the Health and Safety at Work Act which deal with harassment issues.

6. Exit Interviews

1. Exit Interviews will be offered to all staff members who are employed on a permanent, fixed term or long term reliever basis and, on any short term staff as seen fit.
2. The purpose of the Exit Interview is to determine how well the school has supported staff in their professional role. An exit interview, properly conducted, can give the Board and management key information about the factors that contribute to a productive and satisfying work environment that supports student achievement.
3. Exit interviews are not mandatory with confidentiality of responses assured when requested.
4. The Principal or delegate will conduct interviews with departing teaching staff and the Executive Officer will interview departing Support Staff (all interviews are either verbal or by written questionnaire).

7. Volunteers

1. Volunteers are valued members of the Greymouth High School community who donate their time and expertise for the benefit of our students.
2. Volunteers for tasks involving students are known to Greymouth High School staff and are carefully selected which will include a risk assessment to ensure they are suitable for the role.
3. A process for the selection of a suitable volunteer may be required and will be overseen by the Principal who may utilise relevant support.
4. In cases where volunteers have regular or unsupervised contact with students, a risk assessment including police vetting will be carried out by the Principal; in such cases a written agreement will be made about the role and responsibilities of, and support for, the volunteer. An induction will be required.
5. All volunteers are expected to support the vision and values, and display the expectations of, Greymouth High School while conducting their role.
6. Volunteer agreements, written or otherwise, are made at the discretion of the Principal and may be terminated at any time.
7. No regular payments may be made to volunteers but a koha may be judged to be appropriate which must be approved by the Principal or Executive Officer.
8. The Health and Safety at Work Act applies to volunteers.

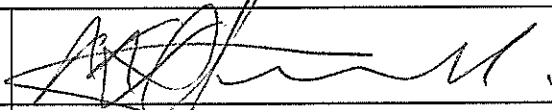
The Board monitors implementation and effectiveness of this policy through the Principal's reports on:

- Appointments
- Performance Management
- Professional Learning and Development
- All Health and Safety aspects
- Awards, leave and ways to promote teacher effectiveness.

The Board expects that the following documents outlining management policies and procedures or practices exist in the school and are regularly reviewed by management. These documents will be available to the Board on request.

Supporting Documents	<ul style="list-style-type: none">o Appointment guidelines and procedures including allocation of management unitso EEO guidelines and procedureso Performance management guidelines and procedures including Support staff; attestation procedureso Professional Development Plano Guidelines for managing staff complaintso Procedures for dealing with complaints against staff
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	<ul style="list-style-type: none"> o Staff induction procedures o Harassment procedures o Principal Performance Agreement o Privacy procedures o Procedures for Volunteers o Protected Disclosures procedures o Relieving Teachers procedures o Serious Assault-Welfare of Staff procedures o Staff Reimbursement procedures o Timetable procedures o Guidelines and procedures for handling employee stress o Induction Handbook o Exit interview questions and responses o Staff Handbook
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Signed (Board Chair)	
Dated	September 2017
Review date	September 2020