

Whangarei Girls' High School

Policy Statement

PERSONNEL

Rationale

The Board of Trustees (BOT), as a good employer, will promote high levels of staff performance, ensure that competent and appropriately qualified staff are employed and supported, allocate Management Units and Middle Management Allowances to enhance learning opportunities for students and comply with the requirements of the State Sector Act.

Purpose

- To have policies, procedures and good practices in place to ensure the Board of Trustees is a good employer and that all employees and applicants for employment are treated according to their skills, qualifications, abilities and aptitudes without regard to irrelevant factors.
- To ensure appropriately qualified, experienced and skilled staff are employed to deliver the curriculum effectively and to ensure the effective operation of the school
- To ensure all staff are supported in their roles
- To recognise staff responsibilities in curriculum, management, sporting and cultural areas
- To make provision for the granting of discretionary leave.

Guidelines

Appointments

1. The Personnel Committee will appoint all management positions of three Management Units and above following interviews, subject to BOT approval. The principal has authority to appoint other teaching and non-teaching positions in consultation with relevant HODs.
2. The BOT, through the principal will:
 - a. Comply with all relevant collective and individual employment contracts
 - b. Ensure staff personal information is kept confidential and is used within the school's privacy procedures
 - c. Ensure all complaints relating to or from personnel are dealt with fairly and expeditiously
 - d. Ensure the most suitable applicant is appointed for every position
 - e. Ensure appointment procedures comply with statutory and contractual obligations
 - f. Reassess the school's staffing needs, in consultation with the relevant staff when a vacancy arises. Such assessment will involve an analysis of the position, description and the current needs of the school.
 - g. Ensure newly appointed staff undergo appropriate induction.

Equal Employment Opportunities (EEO)

3. The BOT will act as a good employer by offering equal employment opportunities to all its staff and job applicants and encouraging the highest level of performance from staff.
4. The BOT will ensure that an EEO programme is in place.

Management Units

5. Staff will have input into determining possible uses for fixed term Management Units and Middle Management Allowances
6. When additional units and allowances become available, the Senior Leadership Team (SLT), after consultation with staff and the extended Management Group will determine the allocation of fixed term units and allowances

7. The SLT will evaluate the expected outcomes of the fixed term units

Discretionary leave

8. Applications for discretionary leave with or without pay will be considered in accordance with the relevant staff employment contract
9. Staff wishing to apply for discretionary leave should do so in writing, as early as possible to allow the BOT and/or principal to consider the application and, if required, for a suitable reliever to be appointed.
10. Sports/Cultural leave will be granted with pay if it qualifies for reimbursement under the Ministry of Education guidelines (refer to “Funding Staffing and Allowances Handbook”). Otherwise it should be considered under special leave (without pay).
11. The principal may approve short-term discretionary leave, up to five working days. If the principal declines an application the staff member has the right of appeal to the BOT.
12. The BOT will consider all discretionary leave applications over five working days duration. Applications must be given in writing to the BOT Secretary by the Wednesday morning prior to the BOT meeting
13. When considering such applications the BOT and principal must consider such issues as:
 - the efficient running of the school
 - the learning programmes of the students
 - evaluation and reporting obligations of teaching staff
 - the applicant’s length of service and previous leave taken
 - the BOT and principal will take into account repeated annual requests for leave
 - the educational/professional benefit to the staff member or school

General

14. The BOT, acting as a good employer will ensure that as far as practicable, good and safe working conditions are provided for all staff.
15. All reasonable support and assistance to reduce incidence of unreasonable stress will be provided
16. A staff manual will be issued to all staff at the beginning of the year or as part of the induction process if they join during the year.