

PERSONNEL POLICY

NAG 3

PURPOSES

1. To promote high levels of staff performance which improve the learning outcomes of our students, use educational resources effectively and recognise the needs of students.
2. To be a good employer as defined in the State Sector Act 1988 and comply with conditions contained in employment contracts applying to teaching and non-teaching staff.

POLICY

1. The Board will employ a Principal and other appropriate staff to deliver the approved curriculum and implement the National Education Guidelines.
2. The Board will be a "good employer" and is committed to applying Equal Employment Opportunities principles of equal access, consideration and encouragement in the recruitment, selection, remuneration, promotion and appointment of staff.
 - a When selecting and appointing an applicant preference shall be given to the person best suited to the position.
 - b In assessing the applicant who is best suited to the position the Board acknowledges the requirements of the Race Relations Act 1971 (S.5) and the Human Rights Commission Act 1977 and subsequent amendments.
 - c The Board recognises the need to provide a balance of appropriate role models and experience.
 - d The Board recognises the need to provide staff of an appropriate gender in some curriculum areas.
 - e As Long Bay College is a coeducational school, both genders should be represented amongst the senior management positions where possible.

3. a Appointment of Principal:

The procedure for this appointment will be developed and made known by the Board of Trustees as the need arises.

- b Appraisal of Principal:

Responsibility for managing the Principal's appraisal is delegated to a sub committee of the Board who will consult with the Principal to determine a process for the Principal's appraisal. The Board Chairperson will be on the sub committee.

Documentation relating to the Principal's appraisal interview will remain confidential to the Principal, the Board Chairperson and the appraisal sub committee. However, performance agreement documents will be made available to the Board as confidential documents.

4. Where appointments committees or sub committees are formed they should include members of both genders and a Maori representative where appropriate.
5. On appointment, all staff will be given written job descriptions outlining their key tasks. All employees will be expected to abide by a code of conduct consistent with their responsibilities and comply with relevant employment contracts.
6. The Board will encourage high levels of staff performance which improve the learning outcomes of our students by:
 - a Identifying individual professional development needs through consultation and/or an annual Evaluation of Professional Learning (performance management system). The Evaluation of Professional Learning will include the professional standards: criteria for quality teaching, as appropriate to the individual teacher. Documentation relating to staff Evaluation of Professional Learning will remain confidential to the Professional Learner, the Head of Faculty, the Deputy Principal and the Principal. Documentation relating to attestation for salary purposes will be provided to the Principal.
 - b Implementing an annual staff development programme based on student learning needs and identified needs of individual staff.
 - c Allocating funds and resources to deliver the approved curriculum.
 - d Providing, and requiring staff to maintain, a safe working environment (as required by the Health and Safety in Employment Act 1993).
 - e Awarding one or more travel/study scholarships per year to deserving members of staff.
 - f Providing an appropriate programme of advice and guidance for provisionally certified teachers which will be reviewed and reported to the Board annually.
7. The Board will appoint at least one Privacy Officer in order to protect individual privacy with regard to:
 - a The collection, use and disclosure of information relating to individuals.
 - b Access by each individual to information relating to that individual held by the school.
8. In keeping with “good employer principles” the Board may, under certain circumstances, approve discretionary leave not covered under employee collective or individual employment contracts.
9. The Board, at its discretion, may pay an allowance to staff who are requested to undergo professional development during school holidays and weekends or attend courses deemed to be important for the implementation of both school-wide and faculty objectives. (The allowance will be paid on the understanding that it is a discretionary amount, not part of any other collective or individual employment contract.)
10. The Board recognises that members of the school community have a right to have any complaints properly heard and treated with due seriousness.

Complaints will be addressed quickly, fairly and as consistently as possible following the written procedures as set from time to time.

11. The Board will ensure that procedures are in place to enable employees, past and present, and contractors to make protected disclosures. These procedures will be publicised to staff on a regular basis.
12. To comply with the legal requirements of the Health and Safety in Employment Act (1992) and its amendments, Long Bay College will promote an awareness of the issue of workplace stress. Senior staff will be trained to recognise potential workplace stress situations and to deal with them within the resources of the school. Staff will need to be educated and trained in strategies to reduce unhealthy stress levels.
13. The Board will not agree to, nor consider requests for, the cashing up of annual leave. This applies to all Long Bay College employees.

The Personnel Policy is intended to be consistent with the requirements of the following Acts and subsequent amendments:

- State Sector Amendment Act 1989
- Human Rights Commission Act 1977
- Employment Contracts Act 1991
- Education Act 1989
- Race Relations Act 1971
- Health and Safety in Employment Act 1993
- Privacy Act 1993
- The current relevant Employee Collective Employment Contracts
- Protected Disclosures Act 2000.

At Long Bay College we value our employees. This is evidenced by (in no particular order):

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- Flu injections subsidy.
- Celebratory morning teas.
- After school detentions managed by the Senior Leadership Team.
- Minimal meetings.
- Flexible approach to staff needing to make appointments outside school during school hours.
- Teacher Only Day allows time for teachers to think and work on teaching and learning. Days are not filled with centrally organised professional development.
- Gifts of wine to acknowledge “well done”.
- Staff functions such as end of year.
- High quality environment, particularly staff room and “tea lady”.
- Supportive of professional development.
- Staff are treated with respect and as professional experts.
- Administration removed from teachers as much as possible.
- No form classes (no extra planning and admin).
- Minimal duties.
- Minimal relief.
- Commitment to class sizes as close to 26 as possible.
- Endeavour to provide non-contact over and above Secondary Teachers’ Collective Agreement.
- Provision of great IT and support.
- Rewarding leadership of particular initiatives.
- Rewarding co-curricular activities – half management unit for hard/difficult/large code.
- A highly regarded institution from which to develop a career.
- Birthday recognition.
- Staff scholarships.

New/Reviewed	Tabled	Adopted	Signed
	22/8/95	26/9/95	
1/99, 2/99, 3/99, 4/99	5/99	1/6/99	
2000		1/2/2000	By Joan Titman, Chairperson
9/00		3/10/00	By John Brockliss, Chairman
16/2/01	16/3/01	3/4/01	By John Brockliss, Chairman
	4/05	3/3/05	By Andrew Stewart, Chairman
19/6/07	5/2/08	5/2/08	By Richard Griffin, Chairman
16/3/10	7/9/10	12/10/10	By Rob Gosling, Chairman
17/5/11	7/6/11	5/7/11	By Rob Gosling, Chairman
23/10/12	5/3/13	9/4/13	By Robyn van der Sande, Board Chairperson
12/4/16	24/5/16	14/6/16	By Robyn van der Sande, Board Chairperson

Procedures:

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