

## 11. PERSONNEL

The Board delegates responsibility to the Principal on all matters relating to the employment and management of staff in the expectation that they will be managed in a sound, fair and respectful manner in accordance with the current terms of employment documents, the relevant employment laws and identified good practice. Therefore, the Principal is expected to:

- Ensure that employees are not discriminated against and use clear job-related criteria, individual performance and qualifications in appointment decisions (i.e. practice equal employment opportunities”).
- Ensure all employees their rights to personal dignity, safety and access to a fair internal grievance process.
- Ensure that all teaching staff are registered or have a current Limited Authority to Teach.
- Provide a smoke free environment.
- Provide an employment agreement for all staff.
- Provide access to professional development which takes into consideration the requirements of the strategic and annual plans of the school, and of individual needs.
- Ensure that annual performance appraisals are carried out for all staff.
- Meet current employment legislation.
- Meet the requirements of the “Health and Safety at Work Act 2015”
- Provide Protected Disclosure protection.
- Involve the full Board of Trustees in appointment of Deputy/Associate Principals, with Principal and Board of Trustees each having right of veto.
- Approve staff applications, for discretionary leave (up to one month duration) taking into account length of service, other leave taken, contribution to school, and any other relevant factors. (Longer periods of leave are to be determined by the Board.) Staff have the right of appeal to the Chair of the Board of Trustees.
- Ensure succession planning is deliberate and methodical, with identification of strategic issues and risks. Due consideration is given to capacity building and sustainable leadership in the deployment and development of all human resources in the school.
- Ensure all staff appointments, (teaching or otherwise) will be safety checked as outlined in the Vulnerable Children’s Act 2014, Identity check (i.e. 2 forms of ID - Driver License, Passport or NZ Birth Certificate) referee check and Police vet.
- Ensure all providers of teacher trainees will provide James Hargest College with a letter of intent to outline their safety checking procedures.
- Ensure James Hargest College inform new staff of which union they can join.

**Ratified by Board of Trustees**

**20<sup>th</sup> August 2020**