

PERSONNEL POLICY



Rationale

The BOT is required to meet the requirements of the relevant employment law.

The most important single factor that contributes to the maximisation of student learning and achievement is the quality and motivation of the teaching and support staff in the College.

Guidelines

To create an environment that ensures:

1. High quality appointments are made.
 - (a) All permanent teaching positions should be advertised nationally and non-teaching staff will be advertised as appropriate based on decisions of the Principal and Executive Officer.
 - (b) All appointments should, as far as possible reflect EEO guidelines and the relevant legislation.
 - (c) All applicants must be provided with a job description and relevant information about the College and a timeline for the completion of the appointment process.
 - (d) All applicants must provide a CV, covering letter and proof of their registration/qualifications.
 - (e) Reference checking and police vetting as required by relevant legislation will be the responsibility of the Principal and or the Executive Officer. At least two written references will be sought for short listed candidates where this is feasible. In some cases phone references may be more appropriate, with relevant notes being kept.
 - (f) All candidates interviewed should be informed of the outcome by phone within 48 hours and a follow up letter as soon as possible afterwards. Candidates not interviewed should be informed of the outcome as soon as is practicable, generally within 2 weeks of the appointment.
 - (g) Where relievers are used, these people should be of the highest possible quality.
 - (h) All appointments, other than Principal, are the responsibility of the Principal and are subject to Board ratification at a properly constituted Board of Trustees meeting.
 - (i) The whole Board of Trustees will be involved in the appointment of the Principal.
2. High quality appraisal and professional development takes place regularly for all teaching and non-teaching staff.
 - (a) All staff, teacher and non-teacher, should be supported in a professional and developmental manner, including the Principal and Senior Management Team in accordance with the requisite legislation (see separate procedures for Principal's Appraisal and Performance Management procedures).

- (b) High quality professional development programmes should be available for all staff including beginning teachers. Staff should clearly understand that the Board of Trustees places a great deal of importance on professional development.
 - (c) Preference will be given to programmes which are sustained over a period of time and which provide a quality formal certification.
 - (d) Professional development programmes will be clearly linked with the Colleges' strategic goals.
 - (e) The professional development programme and budget for teaching staff will be controlled by the Deputy Principal with responsibility for professional development.
 - (f) The professional development programme and budget for support staff will be controlled by the Executive Officer.
 - (g) The Principal will report annually to the Board of Trustees on professional development outcomes including an evaluation of the programme as it related to the school's strategic goals.
3. Conditions of service for all staff are fair.
- (a) Teacher attestation for progress through the salary scale will be rigorous, fair and properly documented.
 - (b) Action will be taken to ensure that misconduct and other performance issues are addressed firmly quickly and lawfully, whilst maintaining the mana and dignity of the staff member concerned.
 - (c) The College will publish a "how to make a complaint" procedure to staff students and parents.
 - (d) The school will follow current privacy legislation.
 - (e) All staff should understand and comply with regulations and procedures relating to staff leave which should clearly identify the criteria to be used to grant leave.
 - (f) Timetabling procedures will follow the conditions of the current Secondary Teachers Collective Agreement.

Board Chair