



Waituna West School

“NOT FOR SCHOOL BUT FOR LIFE WE ARE LEARNING”

50 Waituna-Tapuae Road RD9 Feilding 4779 T: (06) 328 6805 E: principal@waitunawest.school.nz

Personnel Policy –NAG 3

RATIONALE

Waituna West School will be a good employer in recognition that a respected, committed and stable staff will provide the best learning environment for the students.

PURPOSE

To provide the best learning environment for students we recognise that by providing staff with the optimum working conditions, adequate resources, effective on-going training, career opportunities and encouragement, we will foster staff well-being and promote high levels of performance & professional respect.

GUIDELINES

1. Smoke Free Environment - The grounds at Waituna West School are smoke free at all times
2. Equal Employment Opportunity - All School Policies and Procedures will incorporate EEO requirements.
3. Sexual Harassment - Sexual Harassment is not acceptable at Waituna West School and the principal will specify procedures to deal with this (refer CEC and Nag 5).
4. Staffing - All staff will be employed under an individual or collective contract, Waituna West School will abide by the provisions as set in the relevant staff contracts, the school will have management procedures that outline managing personnel practices and all staff will have a job description (review annually)
5. Appointments -
 - a. Principal appointment
 - i. The full board will participate in the entire process
 - ii. The current principal will be excluded from this process
 - iii. The board will employ an external advisor for all principal appointments
 - iv. A community consultation will take place as part of the process
 - b. Permanent Staff
 - i. The principal, board chairperson, staff representative and 1 other board member will be involved in the appointment
 - c. Fixed Term Staff & Support Staff
 - i. The principal and board members if they choose will be involved in the appointment
 - d. all appointments (including management units) will be approved by the BOT prior to the final job offer being made
6. Staff Leave - Leave is generally covered by the relevant CEC or individuals contracts and the school has a staff leave procedure.
7. Performance Appraisal System - The school will have an appraisal system which is consistent with national expectations and in keeping with the goals of the Charter and school values.
8. Staff Development - The school will have a staff development programme for all staff (including support staff), this will be budgeted annually in line with the charter
9. Communication: All staff are kept informed of relevant school information at all times

10. Well-being: The principal will, in conjunction with staff write a well-being procedure, to ensure staff are encouraged to consider their well-being and feel supported by the school to do so.

CONCLUSION

Waituna West School will have the school procedures and policies that ensure continuing development as a good employer.

SIGNED

Board Chairperson _____

Date _____

School Principal _____

Date _____