



PERSONNEL AND EMPLOYMENT POLICY

This policy documents how the Greenmeadows Board of Trustees will ensure that it meets its obligations under National Administration Goal 3 to:

- develop and implement personnel and industrial policies, with policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students.
- be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

The Board of Trustees will meet these obligations through the development and implementation of the following:

Staff Appointment and Induction Procedures to ensure appointment processes are fair, confidential and comply with the relevant employment agreements and legislative requirements.

Staff Employment Procedures to ensure the Board of Trustees meets its obligations as a good employer, promoting the highest standards of teaching and learning through quality employment practises. These procedures will include information relating to:

- Teacher Registration and Practising Certificates
- Police Vetting
- Classroom Release Time
- Performance Management (including Principal Appraisal)
- Professional Development
- Attestation
- Equal Employment Opportunities
- Associate Teachers
- Hours of Work
- Staff meetings

Staff Leave Procedures to ensure that staff leave is managed in accordance with Employment Agreements, that discretionary leave is granted in a consistent way and that disruption to children's teaching and learning is kept to a minimum.

Procedures for Complaint to provide the school's community with procedures to follow if they have a concern or complaint and to ensure the school responds in a fair and consistent manner.

Sexual Harassment Procedures to ensure that no form of sexual harassment occurs within the school or during any school related activity. The procedures also outline the process to be followed should a complaint occur.

Unit Allocation Procedures to provide guidance on the allocation of units to ensure they support a logical and transparent career structure in the school and on the basis of identified needs.

Procedures for Induction and Mentoring of Provisionally Registered Teachers to ensure that an effective Induction and Mentoring structure is provided to PRT's employed at the school in order to assist them to achieve a satisfactory level of competence and gain full registration

Performance Management Procedures to ensure that teachers and support staff provide education and services that effectively meet the needs of students in ways consistent with the goals and objectives stated in the school charter.

Protocols for Board Members to guide the conduct of the Board of Trustees in all areas of its responsibilities and authority.

Signed.....Chairperson date