

KAIKORAI VALLEY COLLEGE



PERSONNEL MANAGEMENT PROCEDURE

RATIONALE

Under National Administration Guideline 3, the Board of Kaikorai Valley College is required to be a good employer as defined in the State Sector Act 1988, and must comply with the conditions contained in employment contracts applying to teaching and non-teaching staff. It is also required to provide teaching staff with the necessary knowledge and skills to implement the New Zealand Curriculum Framework and the National Education Goals. This will be maintained through fair and transparent staff selection, support, appraisal and professional development procedures.

The Board also recognises the need for fairness in all disciplinary matters, including teacher and Principal competency procedures. In all such cases, the procedures outlined in relevant awards must be followed.

OBJECTIVES

1. To implement policies and procedures which value an enthusiastic, competent and committed staff.
2. To promote staff performance through opportunities for support and development.

GUIDELINES

1. Employment contracts, job descriptions and annual performance agreements are negotiated and fall within relevant legislative, contractual requirements and the School Charter, and which promote high levels of staff performance. (See Staff Appointments Procedure)
2. The school implements a Health and Safety procedure.
3. Obligations under the Treaty to address aims, aspirations and employment requirements are implemented.
4. Equal Employment Opportunity procedures which recognise the particular employment requirements of all people including those with cultural differences or disabilities are followed.
5. The Board of Trustees is committed to the professional development and support of its staff.
6. Staff members are offered opportunities to enhance their abilities through professional development programmes and appraisal procedures.
7. Staff are expected to adhere to the Codes of Conduct of relevant professional bodies, the Code of Responsibility, the School Charter and Policies.
8. Robust annual appraisal process against the Standards for the Teaching Profession is in place that monitors teaching practice with a view to improving teaching and learning at Kaikorai Valley College.
9. A robust annual appraisal process is in place for non-teaching staff.
10. The Principal has an annual appraisal against the professional standards for Principals.
11. Staff are protected against malicious and unfounded allegations.
12. The Board of Trustees is fully aware of its obligations and responsibilities as a good employer under the respective collective contracts and adheres to the Trustees' Code of Conduct.

Date of discussion by Policy Group	16 August 2001
Date of confirmation by Board of Trustees	12 September 2001
Reviewed	14 November 2002

Reviewed	22 June 2006
Reviewed	24 August 2011
Reviewed and changed to a procedure	26 November 2014
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Reviewed	24 February 2020