

PERSONNEL MANAGEMENT

RESPONSIBLE FOR REVIEW:	BOARD OF TRUSTEES
DEPARTMENT RESPONSIBLE:	SENIOR LEADERSHIP TEAM
DATE LAST REVIEWED:	October 2017
NEXT REVIEW DATE:	October 2020

In all aspects of personnel management, the Board will meet their obligations under the Equal Employment Opportunities policy, the State Sector Act and focus on ensuring a culture of continuous improvement for all employees.

1. The Board of Trustees is responsible for the appointment of the Principal.
2. All other appointments are the delegated responsibility of the Principal working with the Senior Leadership Team. Members of the Board will be invited to participate in Senior Leadership appointments and in other appointments as desired.
3. When a provisionally registered teacher is appointed to the staff, the Senior Leadership Team will provide effective systems of support and guidance sufficient to assist in obtaining full registration.
4. When staff request a period of leave for over a period of six weeks the Board will evaluate, approve or decline.
5. When required to employ relief teachers the College will employ suitably qualified and registered teachers.
6. All employees of the College (or anyone whom the Principal / Senior Leadership Team deems necessary because they have unsupervised contact with College students) will be checked for criminal convictions every three years under the regulations of the State Sector Act s77a. Teaching staff, when applying for re-registration, will have their police check completed through the Teachers Council. All other employees will sign a consent form as required by the New Zealand Police.
7. All staff members (teacher and non-teacher) will have their performance managed by an annual agreed performance appraisal to provide them with identified targets, focused professional development and performance feedback.
8. The Board, in conjunction with the college staff, recognise that in good faith, members of the parental and wider community will at all times volunteer to participate in various school activities. Where they are working in an unsupervised capacity with college students, volunteers are required to adhere to the 'Non-Employed Personnel Working within Otumoetai College' policy which will be provided to the volunteers at the commencement of their association with the College.

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Signature (BOT Chairperson)

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Date Ratified