

NAG THREE: Personnel

Outcome statement

Royal Oak Primary School is fully staffed with appropriate, competent staff.

Scoping

The Board is responsible for ensuring personnel procedures are developed and implemented.

Delegations

The board delegates to the principal as officer with the responsibility to:

- develop and implement personnel procedures
- ensure employees have the information they need in order to comply with policy and procedures

Expectations and limitations

The Royal Oak Primary School Board of Trustees, with the Principal will ensure that;

1. procedures comply with all relevant government legislation
2. all staff perform at the highest possible level
3. human and physical resources are used effectively to address student needs
4. it is a good employer as defined by the State Sector Act 1988
5. it complies with the conditions contained in all relevant employment contracts

Procedures/supporting documentation

1. Performance Management
2. Staff Competency
3. Principal Competency
4. Legislative Compliance
5. Leave and Non-contact Time
6. Appointment of Staff
7. Performance Standards
8. Issues, Concerns and Complaints from our Community
9. Harassment
10. Classroom Release Time (CRT)
11. Management and Responsibility Unit Allocation
12. Performance Growth Cycle of the Principal
13. Professional Growth Cycle of Teaching Staff / Team Leaders / Senior Managers
14. Appraisal of staff (other than teachers)
15. Staff Induction
16. Equal Employment Opportunity

17. Teacher Registration

18. Tertiary Study

Ratified by the Board of Trustees: 16 September 2010

Reviewed: 15 August 2012

Reviewed: 14 August 2014

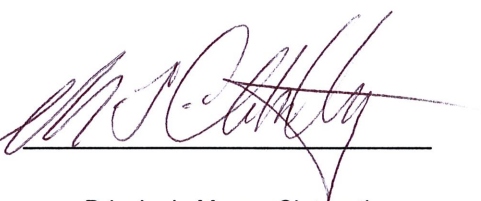
Reviewed: 25 August 2016

Reviewed: 23 August 2018

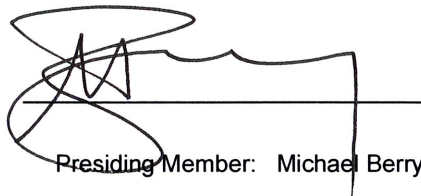
Reviewed: 24 May 2021

Reviewed: 23 May 2022

Signed:

A handwritten signature in dark ink, appearing to read 'M. Clotworthy', written over a horizontal line.

Principal: Megan Clotworthy

A handwritten signature in dark ink, appearing to read 'Michael Berry', written over a horizontal line.

Presiding Member: Michael Berry