



**Rationale:**

To promote high levels of staff performance and to ensure that personnel who are employed by the College are well-qualified, registered and supportive of the Strategic Plan, Values, Vision and Mission Statement of the College. The Board of Trustees endeavours to be a good employer as defined in the State Sector Act of 1989-1998.

**Purpose:**

1. To ensure that the College is staffed with the best available personnel to provide excellent learning opportunities and deliver the best possible outcomes for students.
2. To ensure high quality performance management that supports the teaching and learning that leads to excellent student achievement.
3. To ensure that all employees and applicants for employment are treated equitably.

**Guidelines:**

1. There will be clear procedures in place which relate to this policy.
2. The Board of Trustees as a good employer will ensure that safe working conditions are provided for all staff.
3. The Board of Trustees will ensure that there is a culture of Equal Employment Opportunities and that there will be impartial selection of suitably qualified people for appointment.
4. The Board of Trustees will recognize the aims and aspirations of Maori, the employment requirements of Maori and the need for greater involvement of Maori in education.
5. The Board of Trustees will recognize the aims, aspirations and cultural difference of ethnic and minority groups.
6. The Board of Trustees will support a staff professional learning programme that gives opportunities for teachers to develop and improve their teaching.
7. The Principal or a delegated member of the Senior Leadership Team will take responsibility for the Appraisal process and the Professional Learning Development programme for all staff, both of which will be reviewed annually.
8. A staff handbook will be available to all staff and will be updated annually. This manual will identify expectations, procedures, responsibilities and good practice relating to all staff employed at Botany Downs Secondary College.
9. An exit survey will be distributed alternatively an interview may be conducted with a member of the Senior Leadership Team or Board. No exit interviews will be held "In-Committee".

**1. Staff Appointments:**

- 1.1 All staff are to be employed under a collective agreement or on an individual employment agreement.
- 1.2 The prime criterion for appointment will be to meet the needs of our students.
- 1.3 Only an applicant with suitable experience, expertise and qualifications, and a current teacher registration (if applicable) will be appointed.
- 1.4 The Board will ensure an equitable and transparent recruitment process which ensures that the most appropriate appointments are made.

- 1.5 All full-time, permanent and long-term relieving positions will be advertised on the College website and the Education Gazette. As necessary the appointments may also be advertised in publications such as the Eduvac, daily newspapers, local suburban papers and overseas, if necessary.
- 1.6 The extent of involvement by the Board of Trustees is dependent on the seniority of the appointment being made:
  - I. The full board will be involved in the appointment of the Principal, the Associate Principal, and the Deputy Principals.
  - II. In the appointment of the Business Manager, Director of International Students and all appointments for positions of responsibility with three management units and above, a Board sub-committee with at least two Board Members and the Principal will be involved.
  - III. The Board delegates to the Principal the appointment of all staff excluding appointments made in 4 (i) and (ii) above.
  - IV. In deciding the nature of a vacancy, full consideration will be given to the current and future needs of the College.
  - V. For each vacancy there will be a role description available for perusal by applicants.
  - VI. An external educational professional may be engaged at any time in the process of making appointments.

## 2. **Appraisal:**

- 2.1 The Principal will be appraised by the Board Chair or its delegate and is accountable to the Board for the implementation of the Appraisal System.
- 2.2 All staff will be appraised annually by an appraiser approved by the Principal.
- 2.3 For teaching staff, the appraisal process will have two aims: to allow staff to develop teaching practice in line with their own and the College's professional aspirations, and to ensure that teachers can meet Teaching Council's requirements.

## 3. **Professional Learning and Development:**

- 3.1 There will be a staff professional learning plan which is aligned to the College annual plan and ensures the professional capabilities of staff are maintained at the highest level.
- 3.2 This professional learning plan will be developed by the Senior Leadership Team in consultation with staff.
- 3.3 All staff will have the opportunity to apply for funding for professional learning development.
- 3.4 The plan will use internal and external expertise as appropriate and include clear intended outcomes and methods.
- 3.5 As part of the performance management process, all staff will be required to meet the standards of the teaching profession. They will need to set development goals and / or undertake an inquiry that aligns with the College Strategic Plan, as well as participate in personal professional development that enhances their practice.
- 3.6 These goals will be part of each staff member's annual Growth Portfolio.
- 3.7 Responsibility for the mentoring programme for provisionally registered teachers is delegated to the Deputy Principal.


## **Relevant Legislation:**

## **Other relevant documentation:**

Staff Code of Conduct Policy

**Review schedule: Tri-Annual**

	<b>New/Reviewed</b>	<b>Next Review Date</b>
Initial table of document	November 2004	August 2006
	August 2006	September 2009
	September 2009	August 2012
	August 2012	August 2015
	February 2017	February 2020
	March 2020	March 2023

Chairperson Signature	
Date	March 2020