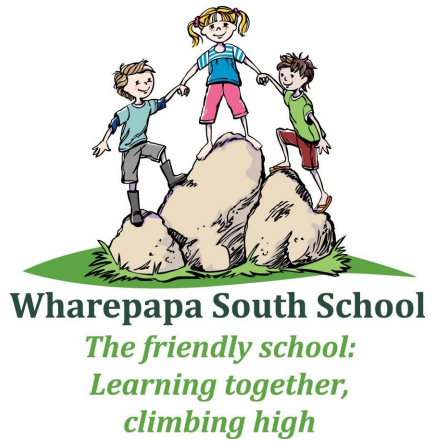


NAG 3: PERSONNEL MANAGEMENT POLICY



The Wharepapa South School Board of Trustees has a responsibility to be a good employer and supports the EEO and is committed to the goal of developing and implementing an Equal Opportunities programme to ensure all employees and applicants for employment are evaluated for their skills, qualifications and abilities according to the position. This policy will provide a non-discriminatory and culturally sensitive working environment for the staff. It will also provide clear opportunities for all staff development and career opportunities.

Guidelines:

1. All Job Descriptions will have non-sexist job titles.
2. Interviewer panels for jobs will have a balance of gender where possible, and ensure that a culturally sensitive approach is used.
3. All employees will be encouraged to undertake appropriate training and development.
4. School responsibilities will be made available to all staff through delegation so that all staff members are given opportunities to gain the experience required to enhance their career development.
5. The Board of Trustees will implement and monitor policies which ensure equitable outcomes for all staff.

In order to fulfill the policy the board of trustees and management have developed, and will regularly review, the following procedures:

- A. Appointments
- B. Appraisal
- C. Associate Teachers
- D. Beginning Teachers
- E. Classroom release time
- F. Complaints
- G. Principal Appraisal
- H. Professional Development
- I. Staff Leave
- J. Tutor Teacher

Policy Group: Principal, BOT
Review Cycle: Tri Annually

Review Date 2018 2021 2024

Signed by