

CHRISTCHURCH RUDOLF STEINER SCHOOL

BOARD OF TRUSTEES

NAG-3 Policy on: **Employer Responsibility**

Purpose

This policy is to ensure appointments of staff are fair and comply with all employment legislation; further to ensure the school as a good employer as defined in the State Sector Act 1988. As a result of this policy the school complies with the conditions in the employment contracts for teaching and non teaching staff and for all union and non union members equally. (The Area School Teacher's Collective Agreement 2013/2015, Support Staff and Schools Collective Agreement 2014/16).

Guidelines

The Board and Management of the school will develop and implement:

Board:

- Delegation of authority to appoint
- Annual principal performance appraisal, performance Agreement & Job description
- An appointment procedure for the principal
- A complaints procedure see administration policy

Management:

- Appointment of short term teachers and non-teaching staff
- Employment contracts
- Job descriptions
- Performance agreements
- Performance management programme (see above)
- Police vetting procedures
- Professional code of conduct
- Relieving for absent teachers
- Staff appraisal programme
- Staff development programme
- Staff induction programmes
- Teacher registration
- An Equal Employment Opportunities Programme (EEO)
- Leave of absence procedure
- Teacher Registration – refer to staff schedule
- A protected disclosure policy

Date approved: 22 August 2011

Responsibility for review: Board

Reviewed 24th September 2015

Signed:



Next Review August 2018