

CHRISTCHURCH RUDOLF STEINER SCHOOL BOARD OF TRUSTEES

Policy on: **Employer Responsibility**

NAG-3

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 (The Area School Teacher's Collective agreement 2002/2004, Support staff and schools collective agreement 2004/05).

Guidelines

The board and management of the school will develop and implement:

Board:

- A complaints procedure) see administration policy
- A competence procedure)
- A protected disclosure policy
- An appointment procedure for the principal
- An Equal Employment Opportunities Programme (EEO)
- Annual principal performance appraisal, performance Agreement & Job description
- Delegation of authority to appoint
- Leave of absence procedure
- Teacher Registration – refer to staff schedule

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