



PERSONNEL MANAGEMENT GUIDELINES

Preamble: These guidelines are in accord with the **Personnel Management Policy** approved by the School Board in **February 2019**.

Guidelines:

Requirements of Teachers:

1. Demonstrate a genuine commitment to the school's Charter, Vision and Values, and to the provision of a secure emotional and physical learning environment for students.
2. Express empathy with young people and a demonstrated ability to contribute to the pastoral care of students in the widest sense.
3. Practise effective interpersonal skills which include the ability to communicate with and include people who differ widely in regard to social, cultural and ethnic background, country of origin, physical and intellectual ability, learning styles and age and stage of development.
4. Demonstrate a commitment to the removal of barriers of learning through the provision of appropriate learning experiences, care, guidance and support for all students in all learning situations and indeed every aspect of school life.
5. Be flexible and develop the ability to be innovative.
6. Have a realization of the principle of partnership, fundamental to the Treaty of Waitangi, including provision of education in and teaching Te Reo Maori.
7. Have a commitment to ongoing professional development and accountability for professional performance which are required to meet challenges and opportunities as they emerge in our rapidly changing society.
8. Demonstrate collegiality, teamwork and collaborative practices which are integral to effective learning and teaching.
9. Have a willingness to contribute to the provision of the widest possible range of educational opportunities within and beyond the classroom, within and beyond the formal curriculum through sporting, cultural and EOTC activities.
10. Demonstrate the appropriate management and care of capital resources which include furniture and fittings, teaching resources and the general external environment of the school.

Requirements of the School Board:

1. Develop and implement appropriate policies, within Policy and Procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognize the needs of students.
2. Act as a good employer, ensuring the wellbeing and fair treatment of staff with particular reference to Equity, Treaty of Waitangi and Personnel policies of the school.
3. When planning the staffing of the school, be creative, innovative, forward looking and strategic.
4. Where a staff member has been identified as not meeting performance expectations, the Board, in acting as a good employer, recognizes a

responsibility to assist them to make positive changes. This may be accomplished through confidential, personal negotiation between the staff member and the Principal in the first instance. If further competency procedures are required, these will follow the collective employment contract guidelines. In relation to the Principal, the procedure defined in the Individual Employment Contract will be followed.

5. The Board's current practice is to employ registered teachers. However, in a situation where the needs of students can only be met by a person with specialized skills and only an unregistered person is available, the Board may give consideration to the employment of such a person on a part time or relieving basis. In this case, a LAT will be applied for. The Board would encourage that person to work towards registration as a teacher.
6. All teachers will have an annual appraisal or Professional Growth Cycle. Their appraisal will be aligned with the Registered Teacher Criteria. A Deputy Principal will have responsibility for the school's Performance Management System.

Review: May 2022

These Guidelines will be reviewed in accord with the review of the Personnel Management Policy.