

## **SECTION D: LEADING AND MANAGING**

### **D1 STAFF APPOINTMENTS**

- 1.0** The Board is committed to employing the best person suited to the position according to their skills, qualifications, abilities and aptitudes.
- 1.1** The Board will abide by “good employment principles” when making an appointment according to:
- State Sector Amendment Act 1989 s77A ( c ) - 2 (h)
  - Human Rights Act 1993
  - Privacy Act 1993
  - The school’s EEO Policy
  - Employment Relations Act 2000
  - The current collective agreements covering staff at the school
  - The vulnerable children act
- 1.2** All positions will be appropriately advertised.
- 1.3** The Board delegates its authority to appoint positions below Heads of Essential Learning Areas as well as Support Staff to the Principal.
- 1.4** The Board delegates its authority to appoint Senior Leadership positions to the Principal in consultation with the Personnel Committee, which must include the Principal, of the Board.
- 1.5** The Board will be involved in the process of appointing the Principal. Consideration should be given to using an external advisor to assist.

**Ratified 30/05/2013 (BoT)**  
**Reviewed/updated/ratified 29/07/2015 (BoT)**  
Reviewed March 2017 (DS)  
**Reviewed/amended/ratified 10/04/2017 (BoT)**

### **D2 EQUAL EMPLOYMENT OPPORTUNITY**

- 1.0** The Board is committed to the equality of employment opportunities, as specified in S.77D of the State Sector Act 1988, the Human Rights Act 1993 and NAG3.

**Ratified 30/05/2013 (BoT)**  
**Reviewed/ratified 29/07/2015 (BoT)**

### **D3 ALLOCATION OF UNITS, MIDDLE MANAGEMENT ALLOWANCES AND SENIOR MANAGEMENT ALLOWANCES**

- 1.0** The Board will ensure a fair, equitable and transparent allocation of Permanent Management Units and Fixed Term Units in accordance with the provisions of the relevant collective agreement.
- 1.1** Fixed Term Units will be allocated for the purpose of Reward and Responsibility for priorities as identified in the School Charter and Strategic and Annual Plans.
- 1.2** All allocated Senior and Middle Management Allowances will be awarded in an open and equitable manner, in adherence to the criteria as outlined in the SCTA.

**Ratified 30/07/2014 (BoT)**  
Reviewed March 2017 (RCS)  
**Reviewed/ratified 10/04/2017 (BoT)**

### **D4 PERSONNEL FILES**

Confidential personnel files are kept of all staff members in accordance with legal obligations. These are stored centrally in a secure location; staff can access their files upon request to the Principal.

Developed March 2017 (RCS)  
**Adopted/ratified 10/04/2017 (BoT)**

## **D5 EMPLOYMENT CONTRACTS**

**Policy:** Employment contracts will be in place for all employees before the commencement of work and will reflect the conditions as outlined in the relevant collective agreement.

Developed March 2017 (RCS)  
**Adopted/ratified 10/04/2017 (BoT)**

## **D6 INDUCTION PROGRAMME FOR NEW STAFF**

### **Rationale:**

The Otamatea High School Board of Trustees is committed to inducting all new staff into the school, in order to ensure that they have a smooth integration into their role and become competent, active members of the school community. As a good employer the Board of Trustees wishes to promote high levels of staff performance to ensure all new employees become familiar with school systems and processes, and ensure that the students receive a continuity of learning, school values, vision and objectives in accordance with our school Charter.

Induction programs which are well planned, conducted and evaluated will enable new staff to learn about the organisation, its culture and the requirements of their role.

### **Purpose:**

The purpose of this document is to ensure that all new staff, including teaching and non-teaching staff, have a smooth transition into the organisation and their roles. The induction programme for new staff will include those staff members returning from a leave of absence in excess of one academic year.

### **Policy:**

All employees (excluding contractors, casuals, volunteers, relief teachers and temporary staff undertaking less than one term of employment) will be inducted into Otamatea High School in a manner as described in the procedures which accompany this policy document.

Developed April 2017 (RCS)  
**Adopted/ratified 10/04/2017 (BoT)**

## **D7 INDUCTION AND MENTORING FOR TEACHERS SEEKING FULL CERTIFICATION**

## **Rationale**

Provisionally certificated teachers (PCTs) are usually newly qualified teachers who don't yet have enough teaching experience to meet all of the Practising Teacher Criteria. They need to complete a broad-based programme of induction and mentoring over two years to gain full certification. Otamatea High School is committed to providing strong and effective induction, and mentoring programmes that meet the needs of all provisionally certified teachers.

## **Purpose**

The purpose of this document is to ensure that all provisionally certified teachers, including overseas trained teachers, and teachers newly returned to the profession, are supported at Otamatea High School, and gain the benefits of high quality induction and mentoring programmes. This should be undertaken in such a manner as to support these teachers to move towards full certification.

## **Policy**

All teachers employed by the Otamatea High School Board of Trustees, who have not been granted current and full teacher certification by the Education Council of New Zealand, will complete broad-based programmes of induction and mentoring that meet their individual needs.

- i. to allocate resources responsibly

Developed April 2017 (RCS)  
**Adopted/ratified 10/04/2017 (BoT)**

## **D8 LENGTH OF SCHOOL DAY**

Otamatea High School will comply with the relevant current legislation as outlined in the Education Act 1989 and Education Legislation Act 2016 regarding the length of the school day.

Developed March 2017 (RCS)  
**Adopted/ratified 10/04/2017 (BoT)**

## **D9 RELIEVERS**

When a teacher is absent a registered and certified teacher is employed in their stead. In an emergency a non-teaching member of staff may be used until a teacher is available.

Developed May 2017 (RCS)  
**Adopted 26/06/2017 (BoT)**

## **D10 TERMS AND HOLIDAYS**

Otamatea High School will comply with the Education Act 1989, and amendments in relation to term dates and holidays.

Developed March 2017 (RCS)  
**Adopted/amended/ratified 10/04/2017 (BoT)**

## **D11 (PROCEDURE ONLY REQUIRED)**

## **D12 (PROCEDURE ONLY REQUIRED)**

### **D13 PRIZEGIVING**

That a junior and a senior annual ceremony be held to celebrate the successes of the students that year.

Developed May 2017 (RCS)  
**Adopted 26/06/2017 (BoT)**

### **D14 CONFLICT OF INTEREST**

The standard of behaviour expected at Otamatea High School is that all staff and board members effectively manage conflicts of interest between the interests of the school on one hand and personal, professional, and business interests on the other. This includes managing potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

The purposes of this policy are to protect the integrity of the school decision-making process, so as to ensure confidence in the school's ability to protect the integrity and reputations of staff and board members and meet legislative requirements.

Staff and board members will disclose any interests in a transaction or decision where their family and/or partner, employer, or close associates will receive a benefit or gain.

A Board of Trustees Register of Interest is kept by the Principal's Secretary.

**Adopted 31/03/2016 (BoT)**