



# Board of Trustees Policy: Personnel

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## Policy Statement

1. The James Cook High School Board of Trustees has a responsibility to be a good employer and such responsibilities require the development and implementation of good employer programmes and practices.
2. The definition of a good employer aligns to that within the State Sector Act 1988 and complies with the terms and conditions contained in employment contracts applying to teaching and non-teaching staff. High standards of staff performance will be promoted.

## Guidelines

3. The Board delegates responsibility to the Principal, all matters relating to the management of staff in the expectation that they will be managed in a sound, fair, and respectful manner, in accordance with the current terms of employment documents and identified good practice. Therefore, the Principal will:
  - Develop and implement personnel and industrial guidelines, within policy and procedural frameworks set by the government from time to time, to ensure terms of employment agreements are at all times met by the Board
  - Promote high levels of staff performance, that are reported through annual appraisals.
  - Use educational resources effectively and recognise the needs of students.
  - Provide a suitable professional development programme which takes into consideration the requirements of the strategic and annual plan.
  - Ensure that employees are not discriminated against with their rights to personal dignity observed, using clear job-related criteria. Access to an approved and fair internal grievance process

## Notes

4. This policy should be read in conjunction with the both official requirements and employment agreements.
5. At James Cook High School, the following aspects are associated with this Policy:
  - Appointment of Deputy/Associate Principal
  - Appointment of Staff
  - Appointment of the Principal
  - Attestation of Teacher performance for Salary Increment

- Classroom Release Time
- Delegated Authority
- Equal Employment Opportunities
- Exit Interviews
- Harassment
- Job Description and Appraisal
- Management Units and Allowances
- Parent Concerns/Complaints
- Performance Management/Appraisal
- Police Vetting
- Principal Appraisal
- Professional Conduct and Teaching Practices
- Professional Development and Study
- Protected Disclosure
- Provisionally Certificated Teachers
- Recruitment and Retention of Staff
- Smoke Free School
- Staff Code of Conduct (remove, refer to collective or individual IEC agreements)
- Staff Competency
- Staff Discipline
- Staff Induction
- Staff Leave
- Staffing
- Student Teachers
- Teacher Study Awards
- Teacher Registration
- Timetable

Chairperson \_\_\_\_\_

Date: September 2020

<b>Policy History</b>	
<i>Date</i>	<i>Action</i>
May 2019	Adopted by Board
Sept 2020	Amended
May 2021	Reformatted