

PERSONNEL AND APPOINTMENTS POLICY



Rationale:

A Board of Trustees has a responsibility to be a good employer which requires the development and implementation of Good Employer programmes and practices.

Purpose:

1. To be a good employer as defined in the State Sector Act 1988 and comply with the terms and conditions contained in employment contracts applying to teaching and non-teaching staff.
2. To promote high standards of staff performance.

Responsibilities:

The **Board of Trustees** delegates responsibility to the **Principal** on all matters relating to the management of the 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. The appointment of the **Principal** is the responsibility of the **Board of Trustees** which will determine the process.

Guidelines:

1. Develop and implement personnel and industrial guidelines, 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 recognise the needs of students.
2. Be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employer contracts applying to teaching and non-teaching staff.

In order to fulfil the policy, the Board and Management have developed the following Procedures and Administrative Guidelines associated with this Personnel and Appointments Policy. These will be reviewed regularly by the Management team, and the review discussion and any resulting changes will be reported to the Board at the following/subsequent BOT meeting.

Recruitment, Selection and Appointment	Classroom Release
Concerns and Complaints	Discretionary Staff Leave
Performance Management and Development	Unit Use
Exit Interview	Managing Harassment and Discrimination
Student Placement	

Document Control

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V1.0	Approved by Kilbirnie School Board of Trustees	December 2014
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