



TE KURA WHAKAPUMAU I TE REO TUTURU KI
WAITAHA

Personnel Policy

Te Aho Matua

Kia pakeke te tangata, kei a ia anō ana tikanga, mana anō e whakatau tēwhea te huarahi e hiahia ana ia ki te whai, otirā e tika ana mōna. Heoi anō, ahakoa he iti ahakoa rahi kei a ia tēnei. Ēngari, mehemea i tipu ora tōna katoa, e kore ia e pāheke ki te hē.

Te Ira Tangata 1.3

Putake:

The Ohu Whakahaere/Whānau acts as a good employer. Personnel management will meet the requirements of the National Education Guidelines, relevant employment agreements and legislation.

Aratohu:

1. All policies and procedures incorporate the principals of Equal Employment Opportunities.
2. The most suitable applicants are appointed to fill vacancies in our kura. Appointments are made according to identified criteria and in line with current legislation.
3. Staff are employed under the appropriate employment agreement
4. Tūmuaki to induct and support newly-appointed staff.
5. Teaching staff are registered teachers, provisionally registered teachers or those who have a Limited Authority to Teach or those persons who support students within the classroom environment or specialised educational area, all staff are to be Police Vetted prior to employment.
6. All staff participates in planned, ongoing professional development to enhance performance. This includes areas identified through the appraisal and / or attestation process according to the Staff Appraisal Policy

7. Competency and disciplinary procedures in the relevant agreements will be followed if required as stated in the current Employment Relation Act 2000.
8. Concerns and complaints are dealt with as stated in the Concerns and Complaints Policy.
9. Applications for leave to Tūmuaki are to be administered in accordance with PPTA or NZEI Collective Agreements or Individual Contract Agreement. Or with approval from Ohu Whakahaere If more than two days leave.
All staff must complete a Leave Application Form prior to leave
Tūmuaki are to notify staff prior to leave if leave is with pay or not in accordance with Collective Agreements or Individual Contracts.
10. Permanent Management Units are allocated according to staffing entitlement. All units are to be allocated on the needs of Kura as identified in Tūtohunga (Charter) of Kura.