

POLICY: SECTION C PERSONNEL MANAGEMENT

POLICY: Personnel Management- Over-arching Policy

DATE OF REVIEW: May 2018

REVIEWERS: Ants Cotton, Suzanne Grivelle, Mark Shanahan, Personnel Sub-Committee

GOAL:

To develop a culture where all staff contribute effectively towards the school goal of "Achievement For All".

OBJECTIVES:

- To ensure there are clearly understood roles and processes for managing all staff of the School
- To ensure that personnel management is fair, consistent, principled and supportive.

GUIDELINES:

1. The Board is the employer of all staff, but the management of staff is delegated to the Principal.
2. The Board is committed to acting as a good employer and expects personnel management practices to comply with legislative requirements and the requirements of employment agreements.
3. Responsibility for all staff appointments apart from Principal remains with the Principal in consultation with staff and Board as set out in the Staff Appointments Policy.
4. The Deputy Principal: High Quality Teaching has delegated responsibility for oversight of personnel and contractual matters while the Assistant Principal: High Quality Teaching manages the day-to-day systems for teacher induction, registration, performance review, attestation and professional development. The Deputy Principal and Assistant Principal do this in consultation with the principal and other staff such as Heads of Department as set out in these policy areas.
5. HR/Principal's Personal Assistant has delegated responsibility to oversee the management of support staff, in consultation with the Principal and the designated line manager for each group of support staff.
6. Inquiries concerning teacher and support staff salaries are handled by HR/Principal's PA in the first instance, in consultation where necessary with the Deputy Principal: High Quality Teaching (for teachers) and if necessary, the Principal.
7. Requests for leave of less than 5 days should be referred to the Deputy Principal: High Quality Teaching (for teachers) or to HR/Principal's PA (for support staff); more than 5 days to the Principal, who will deal with them in accordance with the leave policy.
8. Issues of teacher conduct and discipline, complaints or other serious matters regarding staff are referred to the principal, who will act in accordance with the relevant policies, collective employment agreements and legislative requirements.

Signature of Chairperson

Signature of Principal

Date