

POLICY: SECTION C PERSONNEL MANAGEMENT

POLICY: Staff Scholarship

DATE OF REVIEW: May 2018

REVIEWERS: Lee Devenish, Ants Cotton, Mark Shanahan, Personnel Sub-Committee

GOAL:

To recognise the contribution of an effective teacher each year and to provide opportunity for an enhanced professional learning experience for this teacher.

NATURE OF THE AWARD:

The recipients of the award shall be teachers and the use of funds shall be directed principally for professional learning which will benefit teaching in the classroom and be consistent with the school's strategic goals.

To reimburse travel and associated expenses, accommodation, course fees and like costs incurred in the pursuit of development of professional learning, whether such expenses are incurred in New Zealand or overseas or both; and/or to provide day relief for up to one week to release the teacher from their duties to enable them to take up the award.

GUIDELINES:

Selection Sub-Committee

There shall be a Selection Sub-Committee of up to 6 members to recommend to the Board of Trustees a suitable recipient for this award. The members of the Selection Sub-Committee will be appointed on a rotational basis and comprise of:

1. The Chair of the Board of Trustees (BOT)
2. A Senior Leadership Team (SLT) member
3. A Curriculum Leader (CL)
4. A Professional Learning Team (PLT) member
5. A Pastoral Care Team member (PCT)

The Sub-Committee should endeavour to avoid overlap of members from these groups and avoid any conflicts of interest.

The Principal may make representations to the Selection Sub-Committee but will have no vote.

Matters to which the Selection Sub-Committee should give weight in making recommendations to the Board of Trustees (BOT) for awards will be:

- the candidate's suitability for the award
- the candidate's intention to continue their immediate teaching career at the College
- the candidate's intention to continue teaching as their lifetime vocation.

These conditions should be made clear to the candidate by the Selection Sub-Committee.

Processes

1. In Term 3, the Principal of the College shall compile a list of up to five names of teachers in the College as suitable recipients to be considered for the award.

2. This list shall be confidential to the Sub-Committee
3. The Sub-Committee shall meet and select two candidates in order of preference.
4. The availability of the candidates shall be determined and if neither is available the Sub-Committee shall either select another candidate who is available or no award shall be made.
5. The BOT will make the award to be announced at annual prize giving ceremonies.
6. The successful candidate will present a proposal for the utilisation of the award to the Principal for approval by the end of the term in which the award is made. This should indicate how the award will be used for the purposes of professional learning and when it will be taken, no later than by October of the following year. If this needs further development it must be resubmitted and approved no later than 1 February of the following year or not taken up.
7. The Principal will approve the proposal according to the following criteria:
 - that it is being used for professional learning which will benefit teaching in the classroom and be consistent with the school's strategic goals.
 - that it is manageable for the school in terms of timing and staffing.
8. In any year or years should no suitable candidate be available for an award or should the BOT decide for any other reason an award shall not be made, the BOT will not be obliged to make an award.

Payment

Awards will take the form of grants of lump sums as well as the employment of a relief teacher where necessary, at such time and in such manner subject to such conditions as the BOT may direct.

Reports- see appendix A- Guidelines.

It shall be a condition of awards that successful applicants present reports on the utilisation of their award to the BOT within three months of their return to the College.

Decision of the BOT Final

All decision of the BOT as to interpretation of these guidelines and as to all matters directly or indirectly concerning their application shall be final and conclusive and not subject to challenge review or appeal in any way whatsoever.

Amendment of the Guidelines

These guidelines shall continue in full force and effect until amended by a resolution of the BOT as part of a regular review cycle.

Signature of Chairperson

Signature of Principal

Date

Date



Appendix A:

GUIDELINES FOR STAFF SCHOLARSHIP

REPORT WRITING

1. The Staff Scholarship Report of the trip overseas is an important historical document as well as being a review of the educational aspects of the trip.
2. The Report should not include any aspects of the 'touristy' side of the trip, although this is an integral feature of the award.
3. As a general rule the following guidelines should be met in the Scholar's Report:
 - 3.1 List of schools and institutions visited
 - 3.2 Details of the nature of the schools visited
 - 3.3 Statement on the main purpose of the visits. The purpose should be related to the professional development of the scholar and also be useful to the College on their return to Waitakere College.
 - 3.4 Opinions on educational aspects of the visits.
 - 3.5 Inclusion of some pertinent photographs and resources.
 - 3.6 A list of recommendations that may be useful to Waitakere College or education in New Zealand generally.
 - 3.7 The entire document should not exceed 10 typed A4 pages
 - 3.8 The Report (in a form that is easily copied) should be handed to the Principal's PA, no later than three months after the scholar's return to Waitakere College.
4. Board of Trustee members are particularly interested in 3.4 and 3.6 above and hence the Report should focus on these two sections.

MARK P SHANAHAN
Principal