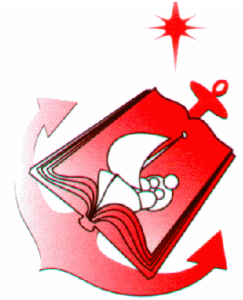


Port Chalmers School

Employer Responsibility Policy



**PORT
CHALMERS
SCHOOL**

Te Kura o Koputai

PURPOSE:

The Board of Trustees is committed to having a reputation as a good employer by being supportive of its employees and by valuing their contribution to children's learning achievements and well-being. Port Chalmers School develops personnel and industrial policies within policy and procedural frameworks set by Government from time to time promoting high levels of staff performance, using educational resources effectively and recognising the needs of students.

Port Chalmers School acts as a good employer as defined in the State Sector Act 1988 and complies with the conditions contained in employment contracts for teaching and non-teaching staff.

OBJECTIVES:

1. The Board takes all responsible steps to ensure that good and safe working conditions exist for employees and is responsive to all reasonable and achievable requests made by employees.
2. The Board recognises the needs all employees including ethnic and minority groups, and the employment requirements of women and persons with disabilities by responding to all reasonable and achievable requests made by employees.
3. Each year the Board supports and encourages staff training and development programmes intended to enhance the skills and abilities of individual employees. Budget provision is made with the expectation that funds used in this way will be reflected in enhanced employee performance in aspects of their work.
4. The Board takes all other reasonable steps to ensure that it recognises the achievements of staff, attracts staff of high calibre, and acts as a good and fair employer by responding to issues and concerns raised by employees.

In order to meet these requirements the BOT develops and implements:

- An appointment procedure
- A complaints procedure
- A protected disclosure policy
- Principal Professional Growth Cycle/Job Description
- Police Vetting Procedures
- Teacher Registration – refer to staffing profile
- Leave of Absence procedure

The Principal and Staff (Leadership) develop and implement

- A staffing profile
- Professional Growth Cycle
- Job Descriptions
- Staff Development Programmes
- Staff Induction Programmes and mentor/support teachers

The BOT in conjunction with the Principal and Staff (leadership) develop and implement:

- Professional Growth Cycle
- Collective Agreements or Individual Employment Agreements

Through the development and implementation of Good Employer Programmes and procedures, the Board ensures the all staff of Port Chalmers School enjoy employment conditions of the highest possible standards.

EFFECTIVENESS REVIEW

This policy will be reviewed in accordance with the Board’s Self Review Timetable.

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Chairperson