

## **NAG THREE: Personnel**

### **Outcome statement**

Royal Oak Primary School is fully staffed with appropriate, competent staff.

### **Scoping**

The Board is responsible for ensuring personnel procedures are developed and implemented.

### **Delegations**

The board delegates to the principal as officer with the responsibility to:

- develop and implement personnel procedures
- ensure employees have the information they need in order to comply with policy and procedures

### **Expectations and limitations**

The Royal Oak Primary School Board of Trustees, with the Principal will ensure that;

1. procedures comply with all relevant government legislation
2. all staff perform at the highest possible level
3. human and physical resources are used effectively to address student needs
4. it is a good employer as defined by the State Sector Act 1988
5. it complies with the conditions contained in all relevant employment contracts

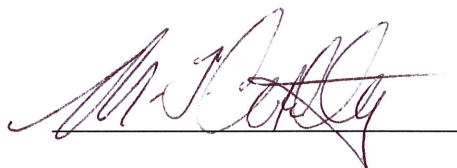
### **Procedures/supporting documentation**

1. Performance Management
2. Staff Competency
3. Principal Competency
4. Legislative Compliance
5. Leave and Non-contact Time
6. Appointment of Staff
7. Performance Standards
8. Issues, Concerns and Complaints from our Community
9. Harassment
10. Classroom Release Time (CRT)
11. Management and Responsibility Unit Allocation
12. Performance Growth Cycle of the Principal
13. Professional Growth Cycle of Teaching Staff / Team Leaders / Senior Managers
14. Appraisal of staff (other than teachers)
15. Staff Induction
16. Equal Employment Opportunity

- 17. Teacher Registration
- 18. Tertiary Study


Ratified by the Board of Trustees: 16 September 2010

- Reviewed: 15 August 2012
- Reviewed: 14 August 2014
- Reviewed: 25 August 2016
- Reviewed: 23 August 2018
- Reviewed: 24 May 2021
- Reviewed: 23 May 2022
- Reviewed: 26 June 2023
- Reviewed: 27 May 2024



Signed:

Principal: Megan Clotworthy



Presiding Member: Georgie Shanks