



## Operational Policy 3 Personnel

### **National Administration Guideline 3**

According to the legislation on employment and personnel matters, each School Board is required in particular to:

- i. Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students.
- ii. Be a good employer as defined in the State Sector 1988 and comply with the conditions contained in the employment contracts applying to teaching and non-teaching staff.

### **Our Commitment**

The Miramar Christian School Board will support, develop, and maintain a motivated and capable team of teaching and support staff, in order to provide the best learning environment for our students. We will meet all our legislative and contractual obligations in our role as a good employer.

### **1. Conditions of Employment**

- 1.1 All staff will be employed under an individual or collective employment agreement.
- 1.2 Miramar Christian School Board will abide by the relevant agreements and statutes that affect the staff's employment conditions.
- 1.3 The Principal will maintain a set of procedures that specify how the school board's personnel policies are carried out in the day-to-day operations of the school. Staff should be consulted when Miramar Christian School's personnel procedures are created or changed.

### **2. Professional Development**

- 2.1 All teaching and non-teaching staff will undertake professional development that will enhance the educational opportunities and achievements of our students and improve the capabilities of the staff.
- 2.2 Priority should be given to professional development that will contribute to the curriculum goals and the objectives outlined in the Miramar Christian School Strategic Plan & Charter.

### **3. Professional Growth Cycles**

- 3.1 The aim of Professional Growth Cycles is to provide a positive framework for improving the quality of teaching, and therefore student learning, in the school.
- 3.2 Miramar Christian School will acknowledge and celebrate notable staff performance in order to develop and maintain a culture of professional excellence.
- 3.3 The Principal will use a Professional Growth Cycle system to support the growth and development of teachers and thereby support student learning.
- 3.4 The Professional Growth Cycles system will operate on a 'no surprises' basis. Staff will be involved in setting their own focus/growth goals and cycle of professional development. They will be made aware of what meeting the teaching standards at Miramar Christian School looks like and incorporate this into their professional growth cycle. Teachers will have opportunity to engage in focused professional discussions about their focus/goal, be observed and receive feedback.
- 3.5 At the end of each year the Principal will provide a written statement to confirm if a teacher has participated in a Professional Growth Cycle and has met the teaching standards.
- 3.6 Performance appraisals will be used to inform individual professional development planning.
- 3.7 The Presiding Member of the School Board will ensure the Principal's performance is evaluated against objectives and performance standards negotiated annually with the school

board. That evaluation will be used to determine the Principal's own professional development plan.

**4. Leave of Absence**

- 4.1 Leave is generally covered by the relevant collective or individual agreements. Leave outside these parameters may be granted at the discretion of the Principal.
- 4.2 All applications for leave must be submitted to the Principal on the appropriate form for approval.

**5. Equal Employment Opportunities**

- 5.1 Miramar Christian School will recruit, appoint, reward and promote the best people possible.
- 5.2 All staff will be treated equitably, irrespective of gender, race, religion, disability, age, sexual orientation, and family responsibility. All relevant school policies and procedures will reflect this commitment.

**6. Harassment**

- 6.1 Sexual harassment is not acceptable at Miramar Christian School. The Principal will specify procedures to ensure staff work in an environment free from offensive behaviour.
- 6.2 Bullying is not acceptable at Miramar Christian School and can be described as offensive, intimidating, malicious or insulting behaviour, an abuse of power that undermines, humiliates or injures the recipient.

**7. Volunteers**

- 7.1 Volunteers for tasks involving students should ideally be well known to Miramar Christian School and be carefully selected to ensure they are suitable for the role.
- 7.2 In most cases volunteer helpers should not have sole charge of students. Where this happens, they must be police vetted.
- 7.3 Selection and screening of volunteers who wish to be supervisors or drivers should be done by the teacher in charge and communicated to the Principal at an early stage.
- 7.4 Screening of volunteers must include police vetting for residential events.
- 7.5 The Vulnerable Children's Act will be consulted with regard to any other situation not covered above.

**8. Handling and Resolving Complaints**

- 8.1 All complaints should be dealt with fairly and effectively, in the interests of all parties concerned.
- 8.2 In the first instance, complaints should be raised directly with the person(s) concerned, and attempts made to resolve the issue without further intervention.
- 8.3 If resolution is not achieved, the complaint should then be taken to the Principal (in the cases of complaints involving staff) or the Presiding Member of the School Board (in the case of complaints involving the Principal).
- 8.4 Staff members who wish to report incidences of serious wrongdoing within the school should follow the Miramar Christian School protected disclosures procedure.
- 8.5 This policy does not attempt to address complaints that are more appropriately directed to the Police or other legal authorities.

Signed:

  
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On behalf of, and with the authority of the School Board on

Date:

18/10/21  
\_\_\_\_\_

Presiding Member:  
(Name)

Kim Coates  
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Next review date: Sept 2023