

MAHANA SCHOOL PROCEDURE

EMPLOYER RESPONSIBILITY

Rationale

Mahana School develops and implements personnel and industrial policies within policy and procedural frameworks set by the Government from time to time promoting high levels of staff performance, using educational resources effectively and recognising the needs of students. Mahana School acts as a good employer as defined by the State Sector Act 1988 and complies with the conditions contained in employment contracts for teaching and non-teaching staff.

Procedure

- **In order to meet these requirements the Board develops and implements:**
 - An appointment procedure
 - A complaints procedure
 - A protected disclosure procedure
 - Principal appraisal / Performance agreement / Job description
 - An Equal Employment Opportunities Procedure (EEO)
 - Police vetting procedure
 - Teacher Registration – refer Staff Schedule
 - Staff development procedure
 - Sexual Harassment procedure
 - Allocation of Units

- **The Principal and Staff develop and implement:**
 - A Staff Schedule
 - Job descriptions
 - Staff induction programmes
 - Staff development programme
 - Performance agreements
 - Appraisal

- **The Board in conjunction with the Principal and Staff develop and implement:**
 - Performance Management Programme (see above)
 - Employment Contracts

Through the development and implementation of Good Employer programmes and procedures, the Board ensures staff of Mahana School enjoy employment conditions of the highest possible standard.

Adopted: 02/02/04

Reviewed: 11/09/13