

Personnel Policy for Area and Preschool

As a good employer, the Wā Ora Montessori School Board of Trustees / Council is required to create an environment that meets all legislative requirements. This includes good employment principles as dictated by current employment laws, relevant Collective Employment Contracts and guidelines set by Ministry of Education requirements, the National Administration Guidelines (NAGs) and the Licensing Criteria for Early Childhood Education and Care Centres (2008).

The Board / Council delegates responsibility to the Principal, all matters relating to the management of staff in the expectation that they will be managed in a sound, fair, and respectful manner in accordance with the terms of current employment agreements. Therefore, the Principal must:

- Ensure that employees are not discriminated against on other than clearly job-related criteria, individual performance or qualifications.
- Ensure the rights of all employees to personal dignity, safety and access to an approved and fair internal grievance process.
- Ensure that all required teaching staff are registered kaiako (teachers) or have a current 'Limited Authority to Teach.'
- Provide an individual or collective employment agreement for each employee.
- Ensure that annual performance appraisals are carried out for all staff.
- Comply with current employment legislation.
- Provide Protective Disclosure protection.
- Ensure that a Police vet is obtained for all unregistered kaiako, non-teaching staff, contractors and their employees who work at the school, as required by law.
- Advise Board / Council of the employment of all permanent staff.
- Seek Board / Council approval for staff discretionary leave beyond one week, other than provided for in the staff leave procedure.
- Provide a professional development programme for all staff.

The Principal is delegated the responsibility to staff the school. The following procedures exist:

- Appointments
- Assistants in the Class
- Birthday
- Bonding
- Channels of Communication
- Classroom Release Time
- Code of Conduct for Staff
- Dress Code for Staff
- Email Procedure
- Employee Conduct and Complaints
- Employee Conduct Guide
- Equal Employment Opportunities
- Induction
- Kaiako Registration Procedure
- Media
- Pastoral kaiako for High School
- Police Vetting
- Protected Disclosure
- Social Media
- Staff Development and Training
- Staff With Tamariki Attending
- Travel
- Working at Kura Alone

Signature of Chairperson, Wā Ora Montessori School _____

Date _____