



SCHOOL POLICY 4.4

Personnel

Date: May 2025

Personnel

Purpose:

In order to meet the requirements of all Personnel and Appointments Policies and to ensure Equal Employment Opportunities.

Policy Statement:

The Board of Trustees develops and implements:

- An appointment procedure 2.1
- An Equal Employment Opportunities Programme (EEO) 2.2
- Principal Appraisal/Performance Agreement/Job Description 2.3
(see Governance Manual, Governance Policy 3)
- Leave of absence procedure 2.7
- A protected disclosure procedure 2.8
- Police Vetting procedure 2.9
- A complaints procedure
(See Governance Manual, Governance Processes and Procedures No 4)

The Principal and Staff (Management) develop and implement:

- Appraisal 2.3 (also see Performance Management Manual)
- Job Descriptions 2.3 (also see Performance Management Manual)
- Performance agreements 2.3 (also see Performance Management Manual)
- Professional development for staff 2.4
- Classroom Release procedure 2.5
- Allocation of units procedure 2.6

The Board of Trustees in conjunction with the Principal and Staff (Management) develop and implement:

- Performance management Programme (see above)

Policy Assurance:

Through the development and implementation of Good Employer programmes and procedures, the Board of Trustees ensure that the staff of Halfway Bush School enjoy employment conditions of the highest possible standards.

These programmes and procedures will be reviewed by the Audit Committee as per the Self Review Cycle.

Review

This procedure will be reviewed every two years, or sooner if required due to changes in legislation or identified school needs.

Approved by Board of Trustees:

Next Review Date: May 2027

Principal's Signature: _____