



PERSONNEL POLICY

Rationale/Purpose

We value our teachers and choose to employ only the best. They are the most valuable resource that children in our centre have. Our teachers need to be nurtured and rewarded in order for them to teach to their full potential.

Te Whaariki

Belonging - Goal 2. Teachers experience an environment where they know that they have a place.

Contribution - Goal 3. Teachers experience an environment where they are encouraged to learn with and alongside others.

Procedures

- All teachers employed by Agapé are over 17 years of age.
- In accordance with government regulations, Police vets are performed on all prospective, non-registered, Agapé employees.
- Agapé ensures adequate resource and work spaces are available to all teachers.
- Teaching staff will be allocated, when practicable, non-contact time on a weekly basis.
- While employed at Agapé, teachers are given encouragement to further their experiences and qualifications in early childhood.
- Professional development requirements are identified through the regular appraisal process.
- A generous budget is allocated for professional development.
- All information received on courses will be circulated.
- Agapé is committed to maintaining its low teacher turnover by being good and fair employers.
- All teachers at Agapé are working under individual employment agreements.
- Management respects the right of all employees to membership of an employee's organisation and choice of representation in negotiating for an employment contract.
- Agapé has an induction manual. At least one copy is kept in the staff room at all times and each teacher is given their own copy at the time of their induction.
- Any personal grievance should be in writing addressed to Nanette Alexander (Agapé Licensee) If the grievance is still unresolved outside mediation will be sought.
- Nanette Alexander is the Privacy Officer for Agapé. All confidential personnel files are kept under lock and key.

Lines of Responsibility:

Trustees, Licensee, Principal Teacher

Date: April 2010

Signed:

Review Date: May 2011

Responsibility for Review: Licensee

