

## STAFFING POLICY

### **Policy Statement**

Staff morale is a significant factor in overall College performance. A College staff with high morale is more likely to seek out new challenges, more likely to provide a positive learning environment, and more likely to enjoy their time at school.

The College values the contribution that staff can make to decision making and seeks to provide opportunities for staff participation in decision-making through staff consultation.

Good communication and consultation are central to effective management processes and are important when dealing with changes in working practices and procedures. Consulting with employees allows them to perform at their best as they know their duties, obligations and rights, and have the opportunity to make their views known on issues that affect them.

### **Our College will:**

- Build and maintain staff morale at the highest level.
- To support staff to develop practices that will enhance their health and well-being.
- Ensure all staff are formally inducted into the College
- Supports the ongoing development and training of its employees and encourage all staff to participate in personal development.
- Consult widely with staff and provide feedback to empower staff.
- Follow all DET regulations and guidelines concerning staffing.

### **Implementation:**

#### *Staff Welfare*

We believe that all employees and students are entitled to work in an environment in which they can enjoy their work and their relationships with their colleagues, free from unwanted discrimination and harassment of any kind.

Teaching can be a very rewarding career. However, it can also be one where teachers experience stress on a regular basis. Teachers experiencing stress should not ignore it and should seek help before the stress becomes a bigger problem.

If you are experiencing stress you **could:**

- Talk/debrief with a trusted colleague
- Speak with your campus welfare officer
- Speak with your campus Principal
- Discuss the issue with your own GP
- Contact the free Employer Assistance Program (EAP) 1300 361 008. This is **completely confidential** between you and EAP.

If you are experiencing stress and it is affecting your work responsibilities please seek help. It is better to acknowledge that you are struggling rather than just struggle on.

Everyone in this community has a responsibility to maintain and support our healthy workplace. **All individuals have the right to choose their level of participation.**

The Kurnai College Staff Welfare Program will incorporate:

- To raise awareness within the workplace about issues that impact on health and wellbeing, including health benefits of physical activity and healthy eating.
- To promote a positive and equitable workplace environment where positive health and wellbeing is supported.
- To promote and encourage participation in workplace health and wellbeing initiatives within and outside the workplace.
- To respect individual differences and ensure that the interests, talents and expertise of all staff are utilised and valued while enabling all staff to work as a cohesive team towards common goals.
- To provide an effective communication network, ensuring goals and issues are relevant, understood and accepted.
- To provide a safe and respectful working environment for the staff.
- To provide a supportive administrative framework, consistent with department policy and school goals.
- To provide professional development.
- To provide policies and procedures to create processes for staff to easily implement in their Teaching and Learning strategies.
- Take reasonable care for your own health and safety and that of others who may be affected by the work being done.
- To provide safe facilities and equipment.

**Guidelines:** Ways in which the College and its staff can contribute to maintaining this policy are as follows:

- Two Health and Safety Representatives at each Campus are appointed annually to the OHS Committee. They can assist staff by referring them to relevant service providers for assistance.
- Health and Safety Representatives will be appointed and must undertake the appropriate OH&S professional development as per DET guidelines.
- One measure of staff morale will be the departmental Staff Opinion Survey. The results will be analysed and interpreted by both the administration and the OHS Committee.
- Promote awareness of key health issues through display of posters and health information on an OH&S noticeboard with contacts for support both internally in the workplace and externally, for both professional and personal needs.
- Prevention of potential hazards at the school are reported immediately and ensure that slogan “you see it, you own it - if you walk on by, you condone it” is maintained. Please report to Facilities/General Office or Principal.
- Welfare Officers are employed across the College and can be accessed by staff if needed.
- At each campus there are Social Club events organised for all campus staff that will provide a range of social activities and opportunities informally to meet peers.
- Team/Staff get-togethers on a regular basis both within and across campuses (e.g. morning tea, lunch, after school refreshments).
- College Council will provide a budget for health and wellbeing activities.
- Staff will be given recognition and thanks for extra deeds of support.
- Funds will be made available for the purchase of flowers, chocolates or other appropriate gifts to individual staff members in the event of a wedding, serious illness/injury, bereavement in the family.
- Attend relevant Professional Development sessions to assist with organisation, ICT and other teaching strategies.
- Share information and advice to your colleagues.

- College organisation and communication processes will ensure all staff have access to clear and open channels of communication.
- All staff will be provided with personal professional development opportunities.
- All staff will have clearly defined roles, role descriptions, professional expectations and feedback mechanisms.
- All staff will have the opportunity to define their desired career path, and will be supported by the administration in their attempts to reach their goals.
- Processes are in place at each Campus to support Student Behavior. These strategies must followed at all times.

### *Induction*

Formal induction programs for new and returning teachers provide them with support, direction, contacts, feedback and essential information while building both confidence and performance.

- The Campus Principal is responsible for ensuring each newly appointed teacher to our school, or teacher returning from extended leave, undertakes a supportive and effective formal 3 month induction program.
- Skilled and experienced teachers with strong communication and interpersonal skills will be used as mentors for each beginning or returning teacher.
- Each induction will be planned and documented prior to commencement.
- The induction program will comprise components consistent with the DECD *'Induction Resource Materials for Schools For Beginning and Returning Teachers'* document including:
  - a welcome to the school, orientation visit and information organised, work space arranged, inclusion of new teacher's name on lists, and discussions regarding role and responsibilities.
  - Regular contact with the new staff which will include discussions regarding Charter and priorities, explanation of risk management issues and school communication procedures, invitation to be involved in teams, groups and committees as appropriate.

### *Professional Development*

Current educational initiatives and community expectations make heavy demands upon schools. To effectively respond to these demands, it is essential that all members of the school community continue to upgrade their knowledge and skills through professional development programs.

Educational outcomes of all students are related to the knowledge, skills and attitudes of the school community. Through staff professional development the attainment of the shared vision of school improvement is achieved.

1. Ongoing and needs driven professional development is an obligation of all professionals. Each individual's professional development is a shared responsibility between the school and the staff member.
2. A staff member will be assigned the responsibility of Professional Development Co-Ordinator. His/her role will be:
  - To develop a staff professional development plan in relation to school charter priorities/goals and staff professional development needs
  - To inform staff of professional development opportunities through various means, which in turn will reflect individual staff needs as identified in their performance review plans.
  - Co-ordinate and organise professional development activities for individuals and the whole school.

- Maintain staff professional development records and reports.
  - Maintain and implement the professional development budget and allow, over time, for equity of resources amongst staff, and include an amount for incidental professional development.
3. Each staff member will develop a personal professional development plan that is embedded within, and reflects the performance review process.
  4. The personal professional development plan will be take into account both the school charter priorities/goals and personal needs and interest.
  5. Staff will be encouraged to seek and provide professional development from other staff members within the school.
  6. All staff attending professional development will have a responsibility to report to other staff or to their respective KLDs about the activity and its benefits.
  7. All staff attending professional development will need to provide a brief report of the activity to the PD Co-ordinator.

### *Staff Leave*

The College Principal in consultation with Campus Principals has the responsibility for managing all leave and leave requests including time fraction reductions, as well as ensuring the smooth and efficient operation of the school.

- Leave may be an entitlement (eg: Family Leave), or may be awarded at the discretion of the College Principal (eg: Pressing Necessity Leave).
- Leave may be paid or unpaid.
- The Campus Principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school.
- Each form of leave is granted subject to a variety of legislative requirements. Staff who take leave (e.g. Family Leave) are expected to return to duty at the same time fraction.
- In determining time fraction reductions the College/Campus Principal will take into account the program needs of the College and the impact on the overall efficiency of its operation.
- Information about leave entitlements can be obtained by staff through verbal requests to the Campus/College Principal.
- Staff seeking discretionary leave must apply in writing to the principal as early as possible to assist with forward planning
- Applications for Long Service Leave must be lodged on Edupay and should be received by the principal at least 2 full terms in advance. For teachers of VCE subjects the College reserves the right to ensure that the timing of leave does not impact negatively on student course delivery.
- Staff taking sick leave will notify the Campus Dailey Organiser as early as practicable.
- The Principal will make provision for replacement staff and higher duties where appropriate.
- In determining whether leave may be granted, the Campus Principal will consider:
  - Whether leave is discretionary or mandatory.
  - The impact the granting of the leave will have the operations of the school.
  - The entitlement of the staff member to the leave for which they have applied.
  - Order of leave applications.
  - Availability of replacement staff.
  - Previous leave record.

### *Staff Movement*

It is recognised that sensible movement of staff across locations at Kurnai College contributes to the development of a healthy and robust organisation. Whilst stability of a staffing profile at each campus contributes in positive ways to the culture of the College, it is only one of the considerations taken into account by the management team. This policy takes into account the needs, aspirations and interests of individuals at the same time ensuring that the curriculum and organisational requirements of the College are met.

1. Staff are appointed to Kurnai College, not to any specific campus location. While they have a right of access to Middle and University campuses they should not expect to remain at their first campus indefinitely.
2. The primary determinant of teaching staff movement will be the curriculum and other non-curriculum needs of the College. From time to time, it will be necessary to balance the pool of experience at each campus, resulting in staff movement.
3. The primary determinant of support staff movement will be the support or organisational needs of the College. From time to time it will be necessary to balance the pool of support staff at each campus due to workload, student numbers and other considerations as they may arise.
4. The processes adopted for staff movement will be fair and transparent. They will be consistent with current Department of Education & Training policies relating to Teacher Performance and Development, Merit and Equity and Equal Employment Opportunity. The gender balance and teaching experience of campus staff will be considered.
5. All staff will be informed of the processes used to move staff within the College. The policy will be included in the electronic mail out of College policies.
6. All staff will be expected to complete a campus preference form early in Term 3.
7. The College Principal will have the final decision regarding staff movement.
8. The College Principal may move any staff member outside the process where this is necessary as a result of DET Disciplinary processes, a means of conflict resolution or other special circumstances.
9. Where staff movement is necessary consultation and advance notification will be given, where possible and practical.
10. The Staff Movement Policy will include an appeal process to enable individuals to exercise their right of appeal should they wish to do so (*see Appeals Process*).

#### **APPEALS PROCESS**

The staff member should appeal in writing to the College Principal within seven (7) working days.

The College Principal assisted by two (2) Leading Teachers from the unaffected campus will determine the merits of the case.

#### *Communication*

**Kurnai College will ensure that all staff have access to information to enable them to function effectively.**

- Establish and communicate clear structures and processes for decision making.
- Receive and interpret feedback from staff and demonstrate respect for people's opinions conveyed through this process.

- Publish regular staff bulletins including college “Staff Update” and respective campus newsletters (send between campuses).
- Encourage informal / social means of communication such as staff morning teas and luncheons to mark appropriate occasions.
- Inform staff, in appropriate forums, of the college vision for the future, and engage staff in consultation on issues arising.
- Ensure that “teams” operating within the college have a line of accountability to report on their activities and proposals.
- Commission and conduct surveys to obtain staff opinion on important issues and provide feedback to staff on the results of these.
- Design a practical, deliverable communication strategy appropriate to contemporary expectations in the “Information Age”.
- Provide professional development opportunities for staff to access and use new technologies to enhance their access to contemporary communication systems.

*Consultation*

**College Consultative Committee (CCC)**

Consultative Committee structure, procedures and business to come into effect as of September 1<sup>st</sup> 2014.

Consultative Committee structure, procedures and business will be reviewed and ratified annually on or before the 31<sup>st</sup> of August.

Where no agreement is reached on establishing consultative arrangements by September 1<sup>st</sup> on any given year of the life of the current agreement, the default model applies until agreement is reached. See Clause 12(4)(d).

**Members to sit on CCC**

Member	Class/Roll	Number of Representatives
College Principal	Chair Person of CCC	1
Campus Principals or delegate		4
College AEU Rep	Can be Teacher or ES	1
Campus Staff Reps	Can be Teacher or ES	4

Principal to Chair the meeting (VGSA, 2013)

Minutes to be taken by rotation of committee

All positions to be newly elected at campus CAC meetings in term 2.

**Meeting Schedule**

Meetings to be planned within the College Meeting Schedule such that members of the CCC can attend

Meetings to be scheduled termly or as requested by the College Principal and /or CAC’s

Meetings to be held adjacent to the school day.

Principal asks for meeting agenda items before each meeting.

**College Consultative Committee Business**

Minutes of each meeting will document discussion points but will not quote individuals directly. Minutes will be distributed in a timely fashion via email. The committee will distribute all necessary information to all staff but will respect the confidentiality of sensitive information as per the *Information Privacy Act 2000 (Vic)*.

The committee will be regularly provided with high-level school budget information and workforce plans.

- The development of workforce plans including:
  - School strategic plan (or its equivalent)
  - High-level school student resource package (SRP) data.
  - Workforce planning documents
- The planning and organisation of the program of instruction in the school
- Organisation of work, including face-to-face teaching requirements
- Organisation of Education Support class work, including time in lieu
- Organisation of graduate teachers' work in their first 12 months of teaching
- Organisation of classes, including class sizes
- The composition of selection and other panels for the purpose of making recommendations to the Principle

*Examples of what can be discussed under these headings include:*

- Programs/specialist areas
- Allotments/grade allocations
- Reduction in scheduled duties for first-year teachers and time for mentors
- ES roles and responsibilities
- ES leave purchase allowance, attendance during term breaks
- ES supervision of students
- Meeting schedule and meeting length
- Other duties determined by mutual agreement
- Parent/teacher interview arrangements
- Pupil-free days
- CRT employment
- Positions of responsibility – allocation of duties, time allowances and special payments
- Excess
- Leave policy
- Annual review processes
- Workforce planning, such as staff profile.

#### *Staff Registers*

##### **Register of all staff**

In order to comply with DET standards and AQTF requirements the school will maintain the following Registers in relation to training, qualification and suitability of employment to undertake certain duties:

The College will keep an electronic and hard copy Register of the following qualifications of Principal, Teaching and Education Support Staff.

- The Register will include dates for renewal of qualifications.
- A hard copy of the Register will be kept in a secure location in the administration offices.
- An electronic copy will be available on U Drive
- Original copies of all documentation will be kept in a Registration Folder in a secure location.

- **Victorian Institute of Teaching registration:**

Current registration is required by all Teacher and Principal Class members, including Casual Relief Teachers.

It is the responsibility of the Human Resources Coordinator to ensure prior to employment, that all prospective new employees are compliant with VIT registration.

It is the responsibility of each Teacher and Principal Class member to ensure that their registration is current. This information can be accessed by visiting MyVIT at

<http://www.vit.vic.edu.au>

Any Teacher or Principal Class member whose registration lapses or is suspended will be removed from their duties as they have no registration to teach and may have no current WCC.

Provisionally registered Teachers must meet the VIT requirements to gain Full Registration within the time frame set out by the VIT.

- **Vocational Education and Training (VET)**

All staff delivering VET will hold a current Cert IV in Training and Assessment, or be in the process of undertaking a Cert IV with a supervising teacher signing off all assessments.

Relevant staff who are in a position to influence the management of the organisation will completed a Fit and Proper Person Declaration

Staff delivering VET will keep a current Skills Matrix, outlining their qualifications and experience relevant to the delivery of National Industry Training.

- **Working with Children Check:**

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).

The intent of this procedure is to outline which positions at the College require a WWC check and the process to be followed.

This procedure applies to all positions at Kurnai College including volunteer, honorary, consultant and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position.

A current satisfactory Working with Children Check E (Employment) is required by all Education Support Staff, including Casual ES Staff and any workers based at our College (even if not employed by the College such as the CRE Instructors, Regional Staff). A current satisfactory Working with Children Check V (Volunteer) is required by those volunteers whose work is unsupervised by classroom teachers.

It is the responsibility of the Human Resources Officer to ensure prior to employment that any prospective new employees are compliant with their WWC Check. (Note if a person is registered with the VIT this replaces the requirement for a WWC Check).



WWC Checks are valid for 5 years from the date of issue. It is the responsibility of each ES Staff member, and other workers and volunteers to ensure that their registration is current.

This information can be accessed by visiting

<https://online.justice.vic.gov.au/wwccu>

Eight weeks prior to the WWC Check expiring, a pre-populated renewal application form will be sent to the cardholder.

Any worker or volunteer who does not have a current satisfactory Working with Children Check will be removed from their duties. Appendix A: WWCC flow chart

- **First Aid Qualifications**

Only staff sufficiently trained under the OHS Act 2004 and DET First Aid Policy will be placed on the First Aid roster.

The school maintains a Register for First Aid qualifications for all staff. The Principal or Nominee is responsible for providing information to a designated ES staff member regarding the expiry date and the level of attainment for:

- CPR ( 12 months)
- First Aid Training
- Anaphylaxis Training

The Principal/Nominee will check the currency of First Aid qualifications at the beginning of each Semester when the staff duty rosters are being compiled.

Staff whose First Aid qualification expire in the next Semester are notified of this.

A copy of all First Aid qualifications is placed in the staff member's personnel file.

- **Occupational Health & Safety Competencies**

A spread sheet of OHS Competencies will be included as part of the Register. The Principal/Nominee will provide the designated ES staff member responsible for the maintenance of the Register with details of those staff competent in the following areas:

- OHS training
- Mandatory reporting
- Workplace Harassment training

**Links:**

[DET - WWC volunteers](#)

[DET - WWC Parents](#)

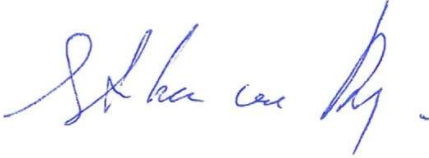
Staff Register

**Appendix A:**

WWCC flow chart

**Evaluation**

This policy will be reviewed as part of the College's four year review cycle.

<b>Date Implemented</b>	Ver. 1 - Week 3 – Term 2 - 2014
<b>Approval Authority (Signature and date)</b>	 18/10/16
<b>Dates Reviewed</b>	Ver. 2 - Week 3 – Term 4 – 2014 Ver. 3 - Week 7 – Term 4 – 2014 Ver. 4 - Week 3 – Term 2 – 2015 Ver. 5 - Week 3 – Term 4 – 2016 Ver. 6 - Week 7 – Term 4 – 2017
<b>Responsible for Review</b>	College Principal
<b>Next Review Date</b>	Week 7 – Term 1 - 2021

**Appendix A**

**FLOWCHART for WORKING WITH CHILDREN CHEC**

**NB:**  
It is mandatory that All volunteers and locally Employed staff hold current Working with Children Checks

Business Manager has primary responsibility for checking and processing WWCCs.  
All Administration staff are also responsible for fully implementing this process in the event of the Business Manager's absence or at the instruction of the Business Manager.

