



WAIKATO DIOCESAN  
School for Girls

## Employer Responsibility Policy

### **NAG 3 – Personnel Policy # 3.11**

#### **Rationale**

The Boards undertake to provide and resource an environment conducive to teaching and learning, encourages high levels of performance, and endeavour to comply with the principles of being a good employer.

#### **Board Responsibility**

The Boards act as a good employer and take all reasonable steps to build working relationships based on trust, confidence, and good faith. The Boards treat employees fairly and properly in all aspects of their employment as required by the Public Service Act 2020 (the Act), and comply with legislation on employment and personnel matters. The Boards comply with the conditions contained in employment contracts for teaching and non-teaching staff.

According to National Administration Guideline (NAG) 3, each Board is required to:

1. develop and implement personnel and industrial policies, within policy and procedural frameworks set by the government from time to time, which promote high levels of staff performance, use educational resources effectively, and recognise the needs of students; and
2. be a good employer as defined in the Act and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

The boards ensure strong leadership by recognising the Principal as the School's educational leader, the chief executive, and an employee of the Boards. The Boards: -

- appoint and annually appraise the Principal;
- work transparently and positively with the Principal; and
- ensure delegations to the Principal are robust and regularly reviewed.

The Boards meet reporting and administrative requirements by:

- referring to the School's Equal Employment Opportunities policy in its annual report on the extent of its compliance as a good employer; and
- ensuring that systems are in place for keeping employee files safe and secure.

#### ***Support for school employees***

The Boards:

- take all steps, so far as is reasonably practicable, to meet their primary duty of care obligations to ensure good and safe working conditions for employees and respond to all reasonable concerns and requests made by employees;

- consider staff health and wellbeing (hauora) and work-life balance;
- ensure that all employees maintain proper standards of integrity and conduct, and a concern for the safety and wellbeing of students, colleagues, and public interest;
- promote high levels of staff performance through:
  - performance management and professional development (including budgeting for training and development programmes intended to enhance the abilities of individual employees);
  - acknowledgement of staff achievements; and
  - salary units and classroom release time.
- deal effectively and fairly with any concerns through the concerns and complaints and protected disclosure procedures.

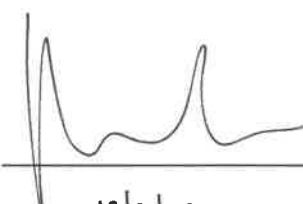
### **Recruitment and appointments**


The Boards delegate the recruitment and appointment process to the Principal and Senior Leadership Team, but may be represented in appointment committees. The Boards and delegate(s) endeavour to appoint appropriately trained and qualified staff to all teaching and non-teaching positions, and to find the best person for the position.

### **Student wellbeing and safety**

The Boards recognise the need to ensure the safety of students and mitigates students being placed at risk by the actions of employees, through:

- proactive policies, procedures, and actions related to student safety and welfare;
- robust recruitment (including reference checking), appointment, and induction processes, including complying with the Children's Act 2014;
- annual reports from the Principal on the registration, certification, attestation, and police vetting of staff, and reports on appointments and any support provided to teachers;
- information from the Principal regarding concerns and complaints raised about staff, and the actions taken; and
- compliance with the mandatory reporting requirements to the Teaching Council under the Education and Training Act 2020 regarding staff dismissals, resignations, complaints, serious misconduct, and competence.

Adopted by BOT:  Signed (BOT Chairperson)  
 13/4/22 Date

Adopted by PB:  Signed (PB Chairperson)  
 30.3.22 Date

Reviewed: (Drafted 2022)

Next review: Nov 2025