

Stratford Primary School

300 Personnel Policy and Procedure Framework (NAG 3)

According to the legislation on employment and personnel matters, the Stratford Primary School Board of Trustees is required in particular 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 State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

Policies: 300 Personnel (NAG 3)	
Policy Framework	Next Review
Personnel Policy	Term 2, 2024
Appointments Policy	Term 2, 2024
Complaints Policy	Term 4, 2022
Principals Performance Management Policy	Term 3, 2025
Protected Disclosures Policy	Term 2, 2024
EEO Policy	Annual
Procedural Framework	Next Review
301 - General Personnel Procedures (EEO, Employee Records)	Term 4, 2023
302 - Appointments Process	Term 4, 2023
303 - Appointments of Relief Teachers	Term 4, 2023
305 - Allocation of Units	Term 2, 2024
304 - Induction of New Teachers/ Support Staff	Term 2, 2024
306 - Teacher Tutoring Guidelines	Term 2, 2024
307 - Professional Coaching Model	Under Review 2021
308 - Classroom Release Time (CRT)	Term 1, 2024
309 - Staff Wellbeing	Term 2, 2024
310 - Leave	Term 2, 2024

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311 - Supporting Staff Returning to Work after Illness/Accident	Term 2, 2024
312 - Complaints Process	Term 4, 2022
313 - Dealing with Poor Performance/Competency Issues	Term 4, 2022
313a - Supporting Guidelines Competency Process	Term 4, 2022
<u>Supporting Documents</u>	
Personnel Folders	SPS Teacher Hub
School Calendars	Personnel File for Individual Staff Member
Education Council Register	Police Vetting Register Register
Appointment Process Records	Personnel Reports to the BoT