



RUDOLF STEINER SCHOOL TRUST OTAGO

Personnel Policy

The Rudolf Steiner School Trust is accountable for ensuring staff are managed in a sound, fair, and respectful manner, in accordance with the current terms of employment documents and identified good practice. It delegates responsibility for this to the Kindergarten Manager.

The Kindergarten Manager will:-

- Consult with a delegate of the Trust when appointments or other significant staffing decisions are made.
- Ensure that employees or candidates for staff positions are not discriminated against on anything other than job related criteria, qualifications and performance.
- Ensure that all employees have access to a fair internal grievance process.
- Ensure all teachers are registered or have a current Limited Authority to Teach or have undergone appropriate safety checks.
- Provide a safe working environment as specified in the Health and Safety policies and take reasonable steps to protect staff from unsafe or unhealthy working environments.
- Provide all staff with employment contracts.
- Ensure all staff engage in Professional Growth Cycles or annual performance appraisals.
- Comply with employment legislation.
- Provide Protected Disclosure protection.

Staff will be consulted on any proposed changes to personnel policies and procedures and these are available to all staff and the wider parent community.

Signed _____ Name _____ (Trust Chair)

Date _____ Review Date _____