

Alfredton School

Board of Trustees Policy

NAG 3



Equal Employment Opportunities

RATIONALE

This school has a commitment to removing inequality from the workplace, and will make continuing efforts towards becoming an Equal Opportunities (EEO) employer.

PURPOSE

The school and Board of Trustees recognises:

1. The need to appoint the best person for the job, regardless of the individual's race, sex and disability, etc
2. The need for school policies and procedures to consider EEO requirements
3. The need to provide opportunities that enhance the value and career opportunities of all individual staff members.
4. The need to provide a non-discriminatory, culturally sensitive and safe working environment for all staff

GUIDELINES

1. The school will adopt a policy of appointment to all positions on merit. Merit will include experience, life experiences, personal qualities, as well as formal applications
2. To ensure we avail ourselves of a wide cross-section of talent, we will endeavour to encourage applications from as many people as possible
3. The Board of Trustees, as employer, will ensure that all employees maintain proper standards of integrity, conduct, and concern for the community's interest
4. The school will implement ongoing staff appraisals in a positive and supportive way that leads to the development of the abilities of individual teachers
5. The Board of Trustees will review all personnel policies and procedures within the self review cycle.
6. The EEO Officer will review the school EEO plan annually, although this is no longer required to be submitted to the MoE annually.
7. The Principal will be delegated the role of EEO officer and all EEO requirements will be reviewed bi-annually by the Board.

CONCLUSION

This policy aims to ensure an understanding and continuance of our EEO practices.

This policy was adopted by the Alfredton School Board of Trustees in 2018

Board of Trustees Chairperson

Principal

To be Reviewed: 2020

EQUAL EMPLOYMENT OPPORTUNITIES

What is EEO?

The purpose of EEO is to ensure that workplaces attract, retain, and value a wide range of staff, enabling them to perform to their highest potential.

Board of Trustees in New Zealand have a legal responsibility to ensure their school implements an EEO Programme. The acts relevant to EEO include the State Sector Act 1988, the Human Rights Act 1993, the Employment Relations Act 2000, and the Health and Safety and Employment Act 1992.

The type of EEO programme in any one school will depend largely on the size of the school and other individual characteristics of that school. Whether EEO is the responsibility of all members of the Board of Trustees, a board member, the principal and/or a delegated staff member will depend on the school.

EEO PROGRAMME FOR ALFREDTON SCHOOL

Background

The EEO Programme at our school is governed by the principles of EEO (see the Ministry of Education document, EEO in Schools: Building on Diversity). When applied in practice, these principles enable people to pursue their careers without their chances for success being reduced by factors that are irrelevant to the requirements of the position under consideration.

When our school calls for applications to a position or appoints someone to a position, both they and the employing body for our school are referred to the collective agreement for details of the conditions of service applicable to the position advertised.

Benefits of an EEO programme

1. Improved educational outcomes for students. Achieved by:
 - a. having a range of skills, knowledge, and experience amongst staff
 - b. helping staff develop cross cultural communication skills
 - c. providing effective role models for students
 - d. having staff that feel valued and fairly treated and therefore find it easier to do the same for their students
2. Ensures smooth and efficient running of the school. Achieved by:
 - a. making it easier to attract staff and retrain them
 - b. ensuring staff contribute to their full potential
 - c. allowing us to draw from the skills/knowledge that a diverse staff bring to the school
3. Allows us to manage risk. Achieved by:
 - a. meeting all legal requirements

Setting up our EEO programme

The following questions are the type needed to be asked when setting up and reviewing our EEO programme:

- Do we have staff with the appropriate skills and knowledge?
- How will we attract, retrain, and develop staff?
- Do we need to change current practices?
- Does our current culture enable us to achieve our objectives?
- How will we respond to cultural changes?

Maintaining our EEO programme

Each year:

Beginning of the year

- review and update staff and Board of Trustees profile

Throughout the year

- ensure staff participate in the performance appraisal process and professional development / career development opportunities where appropriate (as part of performance appraisal)

End of year etc

- development staff appointments information, applications etc
- report to BoT any staff leaving/employment (may include staff profile analysis at the start of the year)

Confidentiality statement

The school treats all information relating to staff as confidential and stores it in a safe and confidential place. The results of EEO information collected and collated are communicated to the Board of Trustees and used to assess areas that may need to be addressed within the school.

Supporting Documentation

- School and curriculum plan staff profiles
- Managements and curriculum plan staff manual
- Professional development plan
- Historical staff records
- Appointments policy
- Applications for appointments, principal, scale A, administration staff/teacher aide
- Equal employment opportunity policy
- Police vet information