

**Human Resource Management policy**

**Rationale:**

He Waka Eke Noa ELC are committed to employing the most appropriate staff to fill the roles within our early learning service. It is committed to empowering all staff to make a full contribution to the team through facilitating professional learning and ongoing support, ensuring that quality education for tamariki is provided. Through ongoing reflection and support through their professional growth cycle, Kaiako are encouraged to set and achieve professional goals. In carrying out personnel practices all staff will be treated with respect and on an equal basis, irrespective of gender, ethnicity, ability and socio-economic status.

**Goals:**

* To ensure all employees have the opportunity to develop to their full potential
* To ensure selection on merit is the only valid measurement of employment suitability
* To create an environment that encourages and supports ongoing learning and professional growth based on individual staff needs
* To provide professional development opportunities that uphold current theories.
* To ensure all dealings with staff are based upon respect and ethical principles and mana is upheld at all times

**Procedures:**

**Recruitment/employment of staff**

* All positions will have a job description and individual employment contract
* All personnel records will be stored securely and used for the purpose they were intended only
* All permanent positions will be advertised. A seven-step safety check will be taken out on all employees in accordance with GMA7A safety checking education in New Zealand before being placed on the shortlist.
* The centre manager and either another senior staff member or a management committee member will interview the candidates on the shortlist and make and make recommendations to the committee. Final selection will be based upon the candidate’s character, competence, compatibility with staff, and the ability to reflect through their practice the centre values, Kaupapa, and philosophy.
* The successful applicant will be notified by telephone and in writing. The successful candidate must negotiate and sign the individual employment contract before commencing the position.
* Letters/Emails will be sent to the unsuccessful applicants, who will be thanked for their applications
* All staff appointments will undergo police vetting prior to employment. Police vetting for unregistered unqualified staff will be repeated every 3 years
* Newley qualified will undergo an induction and mentoring programme that supports them into the teaching profession in Aotearoa as they work towards demonstrating they can independently use and meet the Standards | Ngā Paerewa. This will be self-directed.
* Where possible an induction process will be available as required for new staff. A 90 day trial period will apply to all new employees as per their individual employment contracts.

**Professional Growth Cycle:**

* The centre manager will implement an ongoing professional growth cycle in a positive and supportive way that leads to the development of the abilities of individual teachers.
* Registered Teacher Criteria, Teaching Code Ngā Tikanga Matatika & Standards l Ngā Paerewa job descriptions, individual employment contracts, and Te Whatu Pokeka will be used to support Professional Growth Cycles
* Three times annually the centre Manager will meet with each Kaiako to discuss future plans, and set goals including professional development opportunities and or extra responsibilities. These consultations are to ensure teachers are meeting the goals they have set for themselves.

**Professional Learning and Development:**

* The management committee is committed to professional learning and development and reflects this in their annual budget.
* Throughout Professional Growth Cycle Consultations each staff member will be encouraged to investigate PLD opportunities and identify these to the centre manager. They will also be encouraged to set objectives for their own professional learning.
* To ensure educators are aware of and are up to date with current theories and practices relating to the education sector all staff will be required to participate in ongoing professional development that is relevant to their role.
* Following attendance at PLD each Kaiako will be required to prepare a written report to share at the staff meeting or if requested at a management committee meeting.
* Costs for first aid courses will be met by the centre.
* Access to the internet will be provided to support and increase knowledge to support and assists Kaiako to keep up to date with current issues in ECE.

**Teacher Registration:**

* All teachers holding approved degrees or diplomas are encouraged to apply for teacher registration.
* Registering teachers will participate in an induction and mentoring program with the supervision of a fully registered practicing teacher. This will be the individual teacher’s responsibility to organise and undertake. Ongoing regular support is provided throughout the process as outlined by the education council.
* Registering teachers will keep evidence for their professional growth cycle as they see fit.

**Discipline or Dismissal:**

* The centre manager and staffing sub-committee will oversee any disciplinary procedure involving staff
* The principles and guidelines outlined in the individual employment agreement should be adhered to for all staff discipline or dismissals.

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| **Date:** | May 2024 |
| **Review Date:** | May 2025 |
| **Consultation Undertaken:** | Staff/ Whanau/Community  |