



## St. Patrick's R.C. Primary School



Staffing Policy		
Date	Review Date	Coordinator
September 2017	September 2018	M Ryan

*'In order that people may be happy in their work, these three things are needed; they must be fit for it, they must not do too much of it; and they must have a sense of success in it' (John Ruskin, 1851).*

### Introduction

- **This document** is a statement of the aims, principles and strategies for determining Staffing at St. Patrick's R.C.P. School, Thornaby.
- **Legislative requirements and LE.A. pay policy guidelines** have been taken into consideration in the formulation of this policy.
- It **was initially approved** by the Governing Body on 21st November, 2013.
- **This policy will be reviewed** in September 2018. A schedule for the review of this, and all other policy documents, is set out in the School Development Plan.

### Purpose of the Policy

- **This Staffing Policy** should be read in conjunction with the Pay Policy and 'Roles and Responsibilities', as together they present an integral statement of the principles underpinning all personnel issues.
- **This document** provides a clear basis for the consideration of all staffing issues.

It establishes the basic principles, clarifies responsibilities and sets up procedures for implementation of the policy. It is written for the benefit of all staff and governors, who will be provided with personal copies.

## **Aims**

### **Our Staffing aims are to:-**

- maintain and improve the quality of teaching and learning in the school;
- establish a staffing structure to support the School Development Plan;
- provide equal opportunities for all staff;
- achieve a high standard in supporting, training and developing all employees ;
- foster a harmonious atmosphere in which all staff view themselves as part of a team, and are calm, purposeful and happy in their work ;
- appreciate and celebrate the successes and achievements of individual members of staff.

## **Principles**

- **The staff** are the school's most important resource and the successful operation of this policy is essential for maintaining and improving the quality of teaching and learning in the school, in order to develop further the school's first priority - that of meeting the needs of its pupils
- **Consultation** is an essential prerequisite for the development of a Staffing Policy acceptable to all. Development and review of this policy will involve consultations with members of staff, and where relevant, their professional associations and unions.
- **Equal opportunities** are provided for all staff, irrespective of gender, race, colour, religion, social or cultural background, marital status, sexual orientation, age or disability . All kinds of harassment and discriminatory practice are totally unacceptable, and the school follows the L.E.A Code of Practice for dealing with any incidents.
- **Conditions of service** are different for the various groups of staff. For teaching staff, these are laid down in the DfEE document 'School Teachers' Pay and Conditions'. For other staff, these are laid down in LE.A documents which are available within the school at all times.

- **Our public commitment to staff development** is shown in our involvement in the 'Investors in People Award'. Included in staff development is the commitment to personal growth and mutual confidence building.

### **Responsibilities**

**It is the responsibility of the Governing Body to:-**

- devise and oversee the implementation of the Staffing Policy within the context of the School Development Plan and the agreed staffing structure;
- monitor and review this policy, ensuring that necessary revisions are ,undertaken;
- ensure that all staff are familiar with the Staffing Policy of the school and of the LE.A, and any other relevant codes of practice; appoint a Staffing Committee from within their number to implement the Pay Policy. Any governor with a potential pecuniary interest will be excluded from relevant meetings or parts of meetings of this Committee. (See Appendix 1 for terms of reference for the Staffing Committee).

**It is the responsibility of the Head Teacher to:-**

- advise the Committee on all aspects of implementation of the policy;
- implement the Policy on a day-to-day basis in accordance with agreed procedures;

## Procedures

### The Staffing Committee:-

- The Committee is composed of the Chair of Governors plus three other governors.
- The Head Teacher attends all meetings.
- Although the teacher governor and other employees of the school may serve on this Committee, they are excluded from all discussions on matters in which they have a pecuniary interest.
- The Committee meets termly, according to a schedule agreed by the full Governing Body or as appropriate.
- All meetings have an agenda which is distributed in advance, and are minuted. Agendas and minutes are distributed to the Governing Body by its Clerk.

### Staffing Structure:-

- A staffing structure is drawn up each year by the Management Team, to support the School Development Plan. This details line management and roles and responsibilities (see 'Roles and Responsibilities').
- The Annual Staffing Plan (see Appendix) details the allocation of class teachers, part time support teachers and support staff.
- Job Descriptions are provided for all staff and reviewed annually. All state the purpose of the job, the employment duties and the relationships involved (including line management). All have been developed through full consultation and comprise a generic statement and a supplementary section specific to each individual. The following job descriptions are available:-
  - Head Teacher
  - Deputy Head Teacher
  - Class Teacher
  - Support Teacher
  - Classroom Auxiliary
  - Caretaker
  - School Secretary
  - Tearn Leader
  - Subject Co-ordinator
  - Lunch-time Supervisor
  - Nursery Nurses

## Communications

- Staff Meetings are held weekly , with an agenda and with action points recorded, covering curriculum development {see Appendix} .
  - Staff Notice Board is used for daily messages and other information.
  - The Staff Handbook supports the Staffing Policy (see Appendix for list of contents).
  - Morning Meeting is held each morning, to cover organisational issues.
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## **Staff Development**

- **Teaching Staff (including Head Teacher and Deputy Head Teacher)**

A programme of I.N.S.E.T., designed to meet the priorities of the school, the needs of individuals and the requirements of the National Curriculum, is co-ordinated by the Head Teacher. This comprises both LE.A centre based courses and a school based programme to meet specific needs. The school buys into the LE.A Staff Development Programme at the Bronze Level. All members of staff are encouraged to attend appropriate I.N.S.E.T.

courses, and a great deal of staff development is given in school

- during daily class room activities, in Team and Staff Meetings and through cluster activity. St. Patrick's encourages participation in award-bearing courses; residential; Teesside University long-course programmes of I.N.S.E.T. for teachers (with whom it has developed strong links); and C.E.S. conferences held throughout the neighbouring dioceses.

- **New Teachers/N.Q.T's**

All teachers new to the school undergo induction, co-ordinated by the Team Leader or Head Teacher, who acts as mentor. Where L.A induction is available (for N.Q.T's, Articled and Licensed Teachers and Returnees) the school programme is co-ordinated with this. Induction includes C.E.S induction guidelines (see Appendix). N.Q.T's and mentors are encouraged to attend 'Thomaby Cluster N.Q.T. Programme'.

- **Student Teachers**

The school welcomes student teachers on placement from a Training Institution, when appropriate. Close liaison with the Institution is maintained throughout the placement. Mentoring of students is provided by the Head Teacher or, after negotiation, by the class teacher with whom the student is placed. Students are provided with help and support as deemed necessary to meet individual needs, and are given access to all school documents and resources.

- **Classroom Teaching Assistants**

Development of Classroom Teaching Assistants involves both attendance at L.A courses and work with class teachers. Time is made regularly for a planning meeting between Classroom Auxiliaries and the teaching staff with whom they work .

- **Non-Teaching Staff**

There is an on-going, school-based programme of development for lunch-time supervisors, who meet with the Head Teacher each half term to discuss organisational and pastoral issues.

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**• First Aid**

The classroom auxiliary is the school's qualified First Aider (see Health and Safety Policy), though most staff hold Emergency Aid Certificates. The First Aider attends update courses when appropriate.

**• Administration**

The Head Teacher, Deputy Head Teacher and Secretary attend L.A. courses to update their skills, as such courses become available.

**• Governors**

The school buys in to the governor training scheme run by the L.A. A link governor is responsible for co-ordinating training sessions and clerking to the Governing Body.

**Appraisal**

- Teacher Appraisal is carried out in accordance with the policy of the L.A. and with regard to the advice of the various Teachers' Professional Associations .
- There is a yearly cycle of appraisal for each member of the teaching staff. Areas to be appraised and targets are established in the first year and progress is reviewed in the second.
- As far as possible, all appraisal meetings are held during the school day, with noncontact time being provided for both appraiser and appraisee.
- Appraisal is normally carried out by the line manager, as detailed in the staffing structure (see Appendix) . However, the appraisee has the opportunity to reject an appraiser in whose judgements s/he would not feel confident. The Head Teacher will then arrange an alternative .
- Line managers (including the Deputy Head Teacher) are appraised by the Head Teacher .
- The Head Teacher is appraised by an officer of the LA. and the Gov Body of, under a rolling programme organised by the Local Authority.
- All documents written during the appraisal process are confidential to the two people involved. The only exception is the Appraisal Statement, vvhich may be sent to the Chair of Governors, and is also available to the Director of Education, if required.

- Appraisal of non-teaching staff is currently under consideration.
- **Contracts and letters of appointment** are provided for all members of staff, and all have access to their own salary records.
- **Confidentiality** will be strictly maintained in all matters regarding pay.
- **Appraisal** is regarded by governors as a process of staff development , not an assessment of teachers for the purposes of pay allocation. There will thus be no link between appraisal and changes in salary (see Appendix for details of the Appraisal Process).
- **Staff are involved in the development of their own job descriptions** which are updated every two years, or on any relevant change in staffing structure.
- **Disciplinary procedures** may be considered in the case of teachers whose service has been unsatisfactory. Both the Governing Body and the Head have the power to suspend on full pay anyone who works at the school if this seems necessary.
- **Any grievance** may be taken to a subcommittee of the Governing Body in accordance with the procedures set out below for hearing grievances and for considering appeals. Advice of the Head and LE.A. representative will be sought where appropriate.
- **The Implementation of the Staffing Policy will be subject to available funding.**  
Where it proves impossible to meet the recommendations of the subcommittee because of budgetary constraints, the Governing Body will undertake a review of the School Development Plan to identify priorities and establish where savings can be made.  
Normal grievance procedures will be followed in these circumstances.

### **Appointments**

- If a vacancy arises, staffing requirements and budgetary constraints are reviewed before any decision to appoint.
- Person specifications and job descriptions are drawn up prior to the advertisement of any post.
- All information about any vacant posts or allowances is made available to all members of staff through the notice board.
- Procedures for short-listing, interviewing and making appointments, reflect the school's commitment to equal opportunities and are in line with DfEE and LE.A guidelines. The advice of the LE.A Personnel department is followed with diligence.

- The composition of the Interview Panel will be decided prior to each interview. It would normally be expected that the panel will comprise members of the short-listing panel, and include the school's attached LE.A Advisor (see Appendix for the terms of reference for the Staffing Committee).

### **Investors in People Award**

- The school is currently undergoing a process investigating the 'Investors in People Award', in order to achieve a national standard in the support, training and development of staff, and thus obtain an 'Investors in People' Award from Teesside Training and Enterprise Council (see Appendix for details).

### **Directed Time**

- St. Patrick's does not operate a 'Directed Hours' Policy, but trusts to the integrity and professionalism of all staff in all aspects of school life.

### **Personnel Services**

- The school has an attached LE.A Personnel Officer available at all times for support and advice.

## **Redundancies**

- Should budgetary constraints render redundancies necessary, the school will act on the advice of the L.E.A. Personnel Department.
- Clear criteria for achieving the necessary cuts will be established by the Staffing Committee, based on educational need and the School Development Plan. Factors relating to individual staff, such as length of service and quality of performance , will not be included in these criteria.
- There will be full consultation with unions or professional associations .
- Any grievances resulting from this may be pursued under the normal grievance procedure.

## **Grievances**

- A Grievance Subcommittee, composed of three governors, will address all staff grievances . This will meet only as needed. Staff will have the right to appeal against the decision of this subcommittee.

## **Appeals**

- An Appeals Subcommittee, composed of governors not on the Grievance Subcommittee, has been established to hear any appeals against decisions made by the Grievance Subcommittee . This will meet only as needed and is the final arbiter.

## **Appendices**

- Terms of Reference for Staffing Committee .
- Job descriptions.
- Staff Handbook contents list.
- Staff-absence .
- Induction.
- Teacher Profile.

## References

- Details of 'Investors in People Award' .
- Induction Training contents •  
Teachers ' Pay and Conditions
- Staff Leave of Absence .

<b>Headteacher:</b>	M. Ryan	<b>Date:</b>	September 2017
<b>Chair of Governing Body:</b>	G. Wilson	<b>Date:</b>	September 2017