



Employer Responsibility Policy

Sacred Heart College Board of Trustees acts as a good employer, including:

- taking all reasonable steps to build working relationships based on trust, confidence, and good faith
- complying with the conditions contained in employment contracts for teaching and non-teaching staff
- complying with the legislation on employment and personnel matters
- treating employees fairly and properly in all aspects of their employment as required by the State Sector Act 1988.

According to NAG 3, each Board of Trustees is required 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.

The Board supports school employees by:

- taking all steps, so far as is reasonably practicable, to ensure that good and safe working conditions exist for employees, and responding to all reasonable concerns and requests made by employees
- considering their health and well-being (hauora), and work-life balance
- referring to the school's Equal Employment Opportunities policy in its annual report on the extent of its compliance as a good employer
- dealing effectively and fairly with any concerns through the complaints and protected disclosure procedures
- budgeting for training and development programmes intended to enhance the abilities of individual employees
- ensuring that systems are in place for keeping employee files safe and secure.

The Board ensures strong leadership by recognising the Headmaster as the school's educational leader, the chief executive, and an employee of the Board. The Board:

- appoints the Headmaster, through the appointment committee, and appraises the Headmaster, or delegates the process to an independent appraiser or consultant
- works transparently and positively with the Headmaster, recognising the Headmaster's role as the chief executive of the school.

The Board recognises the need to ensure the safety of students and mitigates students being placed at risk by the actions of employees, through:

- proactive policies, procedures, and actions related to student safety and welfare
- robust recruitment, appointment, and induction processes, including complying with the Children's Act 2014
- annual reports from the Headmaster on the registration, certification, attestation, and police vetting of staff, and reports on appointments and any support provided to teachers
- information, in committee, from the Headmaster regarding complaints and concerns raised about staff, and the actions taken
- compliance with the mandatory reporting requirements to the Teaching Council under the Education Act 1989, regarding staff dismissals, resignations, complaints, serious misconduct, and competence.



The Board delegates the recruitment and appointment process to the Headmaster and senior management but may be represented in appointment committees. The Board and delegate(s):

- endeavour to appoint appropriately trained and qualified staff to all teaching and non-teaching positions, and to find the best person for the position
- ensure that all employees maintain proper standards of integrity and conduct, and a concern for the wellbeing of students, colleagues, and public interest
- promote high levels of staff performance through performance management, professional development, acknowledgement of staff achievements, salary units, and non-contact time.

This policy meets the aims of National Administration Guideline 3.