



MARIST CATHOLIC SCHOOL

POLICY: Employer Responsibility

The Marist Catholic School board of trustees acts as a good employer and takes all reasonable steps to build working relationships based on trust, confidence, and good faith. The board treats employees fairly and properly in all aspects of their employment as required by the Public Service Act 2020, and complies with legislation on employment and personnel matters. The board complies with the conditions contained in employment contracts for teaching and non-teaching staff.

According to National Administration Guideline (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 Public Service Act 2020 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

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

- appoints the principal, through the appointment committee
- [appraises the principal](#)
- works transparently and positively with the principal
- ensures delegations to the principal are robust and regularly reviewed.

The board meets reporting and administrative requirements by:

- referring to the school's [Equal Employment Opportunities](#) policy in its annual report on the extent of its compliance as a good employer
- ensuring that systems are in place for keeping employee files safe and secure.

Support for school employees

The board:

- takes all steps, so far as is reasonably practicable, to meet its [primary duty of care](#) obligations to ensure good and safe working conditions for employees and responds to all reasonable concerns and requests made by employees
- considers staff [health and wellbeing \(hauora\)](#) and work-life balance
- ensures that all employees maintain proper standards of integrity and conduct, and a concern for the safety and wellbeing of students, colleagues, and public interest
- promotes high levels of staff performance through:
 - [performance management](#) and professional development (including budgeting for training and development programmes intended to enhance the abilities of individual employees)
 - acknowledgement of staff achievements
 - [salary units](#) and [classroom release time](#).
- deals effectively and fairly with any concerns through the [concerns and complaints](#) and [protected disclosure](#) procedures.

Recruitment and appointments

The board delegates the recruitment and appointment process to the principal 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.

Student wellbeing and safety

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 (including [reference checking](#)), appointment, and induction processes, including complying with the Children's Act 2014
- [annual reports](#) from the principal 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 principal regarding [concerns and complaints](#) raised about staff, and the actions taken
- compliance with the [mandatory reporting requirements](#) to the Teaching Council under the Education and Training Act 2020 regarding staff dismissals, resignations, complaints, serious misconduct, and competence.