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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: <b>400</b>	POLICY NO: <b>402</b>	ISSUE DATE: 01/07/07
TITLE: <b>STAFF SELECTION, APPRAISAL &amp; DEVELOPMENT</b>		ISSUE NO: 3
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## Notes on Staff Development

- 1 Care will be taken to ensure that all staff have access to and encouragement to use the staff development resource. (A regular check will be monitoring of staff at appraisal time.)
- 2 Priorities for the year's programme will be established incorporating information from appraisal co-ordinators after they have completed the appraisal round.
- 3 Programmes that have a direct benefit to the learning of students will be a priority.
- 4 The staff development committee will ensure that the experience of staff who have had access to staff development opportunities will, where appropriate, be communicated to relevant staff.
- 5 All applications will be considered on merit and the reasoning for any decision should be reported to the applicant.

### **OTHER RELEVANT DOCUMENTATION:**

#### Job Descriptions:

- Assistant teacher
- Head of Department and Head of Faculty
- Form Teacher
- Whanau House Leader
- Senior Management Team
- Head of Careers
- Head of Guidance
- Assorted MU Responsibilities
- Director of Sport
- Sports Co-ordinator
- Arts Co-ordinator

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- Relief and Granting of Leave Policy
- Staff Appraisal Handbook
- Staff Competency Policy
- Staff Manual
- Staff Scholarship Policy
- Training, Induction and Supervision of New Staff Policy