

## **Staffing Policy**

### **AIMS**

The Governing Body of Kenmore Park Infant & Nursery School will endeavour, within its budget, to: -

1. Recruit teaching and non-teaching staff of quality.
2. Retain and motivate staff to ensure the best possible standards of learning and teaching.
3. Maintain an agree ratio of full time and part time teaching staff (excluding the Head and Deputy Headteacher) in order to raise standards of attainment and support the smooth running of the organisation.
4. Maintain high staff morale.
5. Implement the School Development Plans successfully.

### **POLICY DEVELOPMENT**

In developing whole school staffing policies and procedures Governors will: -

1. Consult with members of staff through staff meetings or at Personnel Sub-Committee meetings to which staff representatives would be invited.
2. Consider advice given by the LA.
3. Consider the views of Trade Unions and Professional Associations.
4. Consider any practice or policy common to the majority of Governing Bodies in Harrow.

### **POLICY IMPLEMENTATION**

In implementing the whole school staffing policy Governors will require the Personnel Sub-Committee to: -

1. Approve the number of staff employed at the schools.
2. Monitor the ratio of full time and part time teaching staff in line with the agreed staffing protocol at 70% full time vs 30% part time.
3. Agree the staffing structure according to the needs of the curriculum and the priorities of the School Development Plan.
4. Ensure equality of opportunity in all appointments.
5. Ensure training on staffing issues for Governors and staff.
6. Take account of relevant legislation.

7. Give a signed, dated copy of the agreed staffing policies and procedures to each member of staff and each Governor.
8. Regularly monitor and annually review the agreed staffing policy, procedures and delegations.

## **SELECTION PROCEDURES**

### 1. Heads and Deputies

The Governing Body shall appoint a selection panel which will: -

- a) Advertise the post as required by law and the needs of the school.
  - b) Prepare job descriptions and person specifications in consultation with the LA.
  - c) Shortlist and interview candidates taking into account the needs of the school and advice from the LA.
  - c) Select, if possible, a suitable candidate for the post whose selection should be confirmed by the Governing Body within 24 hours.
- ### 2. Teaching & Learning Responsibility Points (TLRs).

The Personnel Sub-Committee shall: -

- a) Agree posts and TLRs in consultation with the Headteacher taking into account the needs of the school and the financial situation.
  - b) Advertise the TLRs internally and, if necessary externally.
  - c) Appoint one or two governors to sit on a selection panel with the Headteacher.
- ### 3. Main Professional Grade Teachers and Non-Teaching Staff

The appointments shall be delegated to the Personnel Sub-Committee which will fill posts in consultation with the Headteacher. Posts will be advertised appropriately and one governor will normally sit on the selection panel. Clear job descriptions will be drawn up, through consultation, with each member of staff and reviewed as necessary.

**Signed:-** R. K. Mahil-Pooni

**Date Policy reviewed:-** Sept 2017

**Approved by the Governing Body:-** 11<sup>th</sup> October 2017

**To be reviewed:** Sept 2019