

# TERANG COLLEGE

# WORKFORCE MANAGEMENT

## POLICY (Staff)

### 1. RATIONALE

- 1.1. To outline the appropriate staffing structure needed to achieve the goals and priorities set out in the strategic plan.
- 1.2. To provide an adequate budget to implement sound human resource management principles.
- 1.3. To implement appropriate accountability procedures.

### 2. AIMS

- 2.1. To determine staffing to ensure Terang College creates and maintains a supportive and positive school environment.
- 2.2. Consider student results, behaviour and wellbeing needs when creating the College's staffing profile.
- 2.3. The funding provided can accommodate staffing commitments.
- 2.4. Staff workload, leave requirements and wellbeing be considered in formulating the staffing profile.
- 2.5. Consideration be given to provide ongoing status where possible.

### 3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2. The Staffing Profile will:
  - 3.2.1 outline staff members assigned to teaching and administrative roles.
  - 3.2.2 state which tasks will attract a special payment.
  - 3.2.3 indicate if any positions are to be filled on higher duties.
  - 3.2.4 the student enrolments
  - 3.2.5 home group and subject structures
- 3.3. When creating the Staffing Profile consideration will be given to:
  - 3.3.1 Leave returnees,
  - 3.3.2 enrolment data.
  - 3.3.3 staffing expertise for subject selections
  - 3.3.4 staff performance and development plans
  - 3.3.5 both teaching and non-teaching staff
  - 3.3.6 professional development to assist staff in their designated roles
  - 3.3.7 the balance of ongoing and fixed term positions and teaching and promotions positions.
- 3.4. Special payment and higher duties positions will only be available if the Student Resource Package can provide sufficient funds.
- 3.5. All jobs will have a roles statement which will be categorised with Role Statement and Duties.
- 3.6. The draft Staffing Profile will be presented to Leadership Team prior to being distributed to all staff and the Consultative Committee.
- 3.7. This Policy will work in conjunction with the Staff Selection Policy and ensure any person employed has current Working with Children Check, Criminal Record Check and/or VIT status.
- 3.8. The Consultative Committee:
  - 3.8.1. will be equally represented by campuses and after consultation will review all items of business and advise the Principal recognising the Principal may or may not accept that advice in making a final decision.
  - 3.8.2. will be provided with the Staffing Profile approved by the Leadership Team

### 4. EVALUATION

- 4.1. The Workforce Plan will be evaluated as part of the College's three year review cycle.

*Approved by College Council on 20/08/2018*