

# Change to Class Staffing Policy



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## Rationale:

From time to time events occur that require a change of staffing. Sometimes the change in staffing effects who a class is taught by. Although decisions around staffing are ultimately the responsibility of the principal, in such instances it is vital that, where possible, key stakeholders are addressed in a timely and consultative manner prior to a decision being made. Events that effect a change to staffing are varied (E.g. long service leave, health and well-being issues, career changes, promotions, maternity leave etc). The interests of the whole school with a long term mindset is required; so too is the consideration of individual and cohort needs. Typically, these events have a personal element and as such individual privacies need to be maintained.

## Aims:

The Change to Class Staffing Policy aims to guide a preferable communication process that is triggered by events in which a change to staffing is required after the school year has already commenced.

## Definition:

### Event

- when the word 'event' is used in this policy it refers to a situation in which a change in staffing may affect students of established classes over a significant period of time.

### Significant period of time:

- the period of staff absence is known to be one month or more in length *or*
- where the period of absence is unknown but the principal is certain the period of absence will be more than 1 week and the principal anticipates the period of absence may extend to more than 3 weeks

### Consultative Committee

- made up of a union member, staff representative, business manager, the principal and the principal's delegate, this group of staff are responsible for discussing workforce planning and matters that effect the orderly running of the school. This committee meets weekly.

## Implementation:

- Whilst respecting individual's right to privacy, especially around health and well-being issues, the Principal should put the guidelines of this policy in place as soon as they are aware of the event and have determined that the regular staff member will be absent for a significant period of time
- The Principal may determine a modified version of the guidelines if the event will endure for a less than significant period of time
- The Principal refers to these steps as a guide:
  - Consider long term impact on whole school, followed by cohorts, classes and then individual students
  - Consider immediate impact on whole school, followed by cohorts, classes and then individual students
  - Develop a list of non-negotiable priorities
  - Draft a variety of outcomes for consideration

- Determine a timeframe for each of the remaining steps within this guide and set a resolution date
  - Brief the Assistant Principal and Leading Teachers on the event and the solution oriented developments thus far. Explain the timeframe and provide time for consideration and request feedback.
  - If required, re-draft a variety of outcomes for consideration
  - Discuss the event and possible outcomes with the Consultative Committee and with the PLT (Professional Learning Team) leaders. Explain the timeframe and provide time for consideration and request feedback
  - If required, re-draft a variety of outcomes for consideration
  - Discuss the event and possible outcomes with effected staff members. Explain the timeframe and provide time for consideration and ask for feedback.
  - If required, re-draft a variety of outcomes for consideration
  - Send a letter home to parents or, if appropriate, invite parents and broader staff to a meeting to discuss the event and possible outcomes
  - Within the letter or at the meeting, discuss the event with parents and broader staff.
  - Within the letter or at the meeting, brief parents and broader staff on the non-negotiable priorities and possible outcomes thus far
  - Explain the timeframe and provide time for consideration and request feedback by a certain date
  - Determine the best outcome
  - Organise any potential support strategies required for students/staff/parents
  - Communicate the outcome to all stakeholders
  - Employ support strategies as required
- Ultimately the decision around staffing and the communication of any changes rests with the Principal. Due to privacy issues this policy recognises there are circumstances in which the Principal is not always at liberty to explain all aspects of a decision.

**Evaluation:**

Policy to be reviewed as part of the school's three-year review process

This policy was drafted in March 2017 and will be submitted to the Education Policy team for ratification at school council in March 2017.