

# Wicklewood Primary School and Nursery



## Staffing Policy

### **Responsible Person**

The person for the updating of this policy is: The Headteacher

### **Review and Monitoring**

This policy will be reviewed every year by the operational committee.

### **Reviewed:**

Signed: Peter Meacock (Chair)                      Date: 31.10.18

Signed: Julia Brooks (Headteacher)              Date: 31.10.18

Next Review due: October 2019

## **POLICY FOR STAFFING**

### **Teaching**

At Wicklewood Primary School and Nursery teaching staff appointments in accordance with DFE and Norfolk Teachers' Pay and Conditions policy 2018. We purchase HR Support from County Hall and consult with them as necessary on appointments and staffing matters.

Our key objective is to appoint a good primary class teacher. Although for some posts we may be looking for specific curriculum strengths, we feel that curriculum coordination is a transferable skill, and it is the appointment of a good primary teacher which is all important.

All staff are encouraged to develop other curriculum strengths and expertise, and to work as part of a curriculum team. There will be flexibility to change areas of responsibility and to develop other skills.

Wicklewood is a relatively small Primary School. Teaching staff consequently have leadership responsibility in several curriculum areas.

Any post will first of all be advertised internally, and only if that post cannot be filled will external adverts be placed. Existing staff will be encouraged to consider their own professional development and career development within the staffing structure of the school.

### **Extended School and Non-teaching Staff**

At Wicklewood Primary School and Nursery extended school staff and non-teaching staff appointments are made following the procedures for appointments set out in the Pay Policy Document.

All non-teaching staff are encouraged to develop their expertise and professional development through courses, meetings and variety of work. Any full-time posts that are available will first be advertised internally and then on the Norfolk website. Those interviewed should have relevant qualifications, experience in compliance with Safer Recruitment criteria.

## **Staffing Structure**

### **Structure as at: 2018**

#### **Headteacher (see job description)**

Main areas

- Strategic school management
- Links with parents, community etc
- Looked After Children
- Pastoral Care
- Financial management
- Curriculum responsibilities as agreed
- Staff Development, Appraisal and INSET
- Safeguarding
- Child protection

#### **Deputy Headteacher (see job description)**

Main areas

- Strategic school management
- Responsibility for NQT, student and new teacher induction
- Day-to-day organisation duties, rotas, timetables etc
- Devising/coordinating/reviewing general school policies (esp those linked to Teaching and Learning)
- Curriculum responsibilities as agreed
- Safeguarding

#### **Nursery Manager (see job description)**

- Strategic Nursery management
- Links with parents, community etc
- Looked After Children
- Pastoral Care
- Financial management
- Curriculum responsibilities as agreed
- Staff Development, Appraisal and INSET
- Safeguarding
- Child protection