

# 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: M. Talbot (Chair)

Date: 19.11.19

Signed: J. Brooks (Headteacher)

Date: 19.11.19

Next Review due: Autumn 2020



## **POLICY FOR STAFFING**

### **Teaching**

At Wicklewood Primary School and Nursery teaching staff appointments are made in accordance with the DFE and Norfolk Teachers' Pay and Conditions Policy 2019. 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 be advertised internally, as well as externally through Norfolk County Council. 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: 2019**

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

#### Main areas

- Strategic school management
- Links with parents, community etc
- Financial management
- Curriculum responsibilities as agreed
- Staff Development, Performance Management and INSET
- Safeguarding, including 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, including child protection

### **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, Performance Management and INSET
- Safeguarding, including child protection