



## 3.13 COMPETENCY

The Education Act 1989 and the NZEI collective Contract for Teachers provides a process for reviewing teachers' competence.

### **GUIDELINES**

1. All staff will be attested. For non-teaching staff this will be against the tasks in their job description. Teaching staff will be attested against the Professional Standards as set out in the NZEI Collective Contract.
2. Where staff fail to meet these standards, or where concerns are raised regarding a staff member's performance outside of the attestation period, a competency process may be evoked.
3. Competency procedures concerning employees can only be initiated by the Principal.

### **PROCESS**

1. The Principal will attempt to resolve matters by discussion with the employee concerned as to:
  - the specific matter (s) causing concern;
  - the corrective action required;
  - the assistance and guidance to be made available to the employee;
  - the timeframe allowed.
2. The principal will
  - develop an Assistance and Guidance programme and appoint a senior staff member to oversee the programme
  - document all assistance and guidance provided to the employee concerned;
  - have a person from the relevant management team present throughout the process;
  - seek advice and support from the NZ School Trustees Association.
3. The Principal will continue to monitor the employee's performance and, if improvement is found to be unsatisfactory within the time period specified, the employee will be advised in writing:
  - the specific matter (s) causing concern;
  - the corrective action required
  - further assistance and guidance to be made available to the employee;
  - the timeframe allowed;
4. Failure to remedy the matters of competency in the revised time period, could result in action under the relevant provisions of the Collective Agreements and referral to the Board Chair for further action that may include dismissal. (See Step 4 of the Staff Discipline Policy).

