

Human Resources (HR) Policy

Introduction

The governing body is determined to foster excellent employee relations by encouraging a regular, open, honest and professional dialogue between staff and the governing body. Our aim is to achieve a positive, professional and happy working environment focused on pupil achievement where the aspirations and welfare of staff are also promoted. The governing body is both committed to achieving a sensible work / life balance for staff within a professional and supportive environment, and to promoting staff welfare.

HR Model Policies

The Mill Primary Academy although part of the TKAT group still uses the policies set out by WSCC so that it is in line with its partner schools and until such a time that TKAT have developed their own HR policies. The County Council has a comprehensive suite of HR policies and procedures on all aspects of employee relations that are updated regularly as national legislation changes or in line with new case law. These policies have been agreed with professional associations and trade unions. The governing body adopts all the policies and procedures of West Sussex County Council as contained in the latest electronic versions on the West Sussex Grid for Learning.

These policies and procedures include:

- Working Hours, Leave and Directed Time.
- Harassment at Work.
- Health and Safety.
- General Welfare and Stress.
- Staff Discipline.
- Staff Capability.
- Sickness Absence.
- Grievance.
- Confidential Reporting.
- Behaviour in the Workplace.

Delegation

The governing body is responsible for staffing matters at leadership team level. The governing body delegates responsibility for all other staffing matters, including appointment and dismissal, to the headteacher.

Professional Associations and Trade Unions

The governing body recognises the important role professional associations and trade unions can play in the workplace and expect the headteacher to meet with the representatives of such organisations at short notice to discuss any employment relations matter. Staff, whether or not they are members of such an organisation, are always welcome to discuss employee relations matters with the headteacher, or the staff member of the governing body.

Date Approved

Review Date