

WESTMINSTER ABBEY CHOIR SCHOOL

POLICY DOCUMENT

STAFF MANAGEMENT

The school's staff is its most valuable resource and a contented, fulfilled and well-motivated staff will promote excellence in teaching and caring for children. The school will have procedures in place to ensure an effective process of induction for new members of staff and to promote the professional development of existing staff; performance appraisal will be used to identify staff strengths and weaknesses and remedial measures will be taken where necessary.

Where misconduct by staff is alleged, established disciplinary procedures will be followed; and arrangements will be available to allow staff to raise grievances.

Induction

All new members of staff will be assigned an experienced colleague to act as a mentor able to keep a close eye on their progress and an induction programme will be tailored to their individual needs. The objective will be to familiarise new staff members with the ethos of the school and with the school's policies and practices, with particular attention being given to child protection, pupil welfare and health and safety.

Development

Ensuring the appropriate professional development of its staff is an important part of the school's responsibilities. Effective training and performance appraisal are fundamental to successful staff development and the Headmaster will play an essential role in this.

Whole school training days will normally be held before the beginning of each term. Staff will also normally be expected to attend some individual training each year.

The performance of all staff will be appraised on a regular basis under arrangements agreed by the Headmaster. The purpose of appraisal will be to enhance performance by identifying strengths and weaknesses and to ensure that a high standard of education and care is offered to pupils. Where appraisal results in concern about a staff member's performance the Headmaster will draw his/her attention to the perceived shortcomings and will seek to assist him/her in achieving sustained improvement in performance. The objective will be to establish the best means of eliminating the grounds for concern and to identify methods of support.

Where it becomes clear that a member of staff is not likely to achieve the required standard, action will be initiated under the formal capability procedure which might result in the termination of his/her employment.

Conduct and Discipline

All staff are expected to conduct themselves in a manner that supports the shared ethos of the school and the Abbey. This will include treating others with courtesy, respect and fairness, regardless of their individual views and beliefs. The Abbey Code of Conduct and The Code of Conduct for school staff contain detailed guidance. All acts of minor or more serious misconduct will be dealt with in accordance with established disciplinary procedures.

Resolving Grievances

The school aims to be a well-managed organisation where individuals are valued for the contribution they make. There may, however, be times when staff feel aggrieved about, for example, working practices or working relationships. If a member of staff has a grievance they should wherever possible take reasonable steps to seek resolution by talking directly to the person they feel can resolve the matter. Staff can also seek informal advice from a member of the Abbey's Human Resources staff. Where the issue cannot be so resolved, staff will have the right to raise the issue formally under the Abbey's Grievance Procedure.

Whistleblowing

Should a member of staff have concerns regarding fraud, misconduct or wrongdoing by another member of the Abbey staff, they may raise their concerns using the procedures outlined in the Westminster Abbey Whistleblowing Policy.