



Solid Foundations Primary School **Staff Selection and Development Policy (2021/1)**

1. Staff recruitment

- 1.1. Should there be an opening for a new staff member, ads are placed on popular internet recruitment websites.
- 1.2. Preference is given to applicants who come recommended by current staff members.
- 1.3. All new recruits must be qualified or studying in such a way that they have a valid SACE certificate.
- 1.4. The school maintains a balance of 80%/20% regarding the professional qualifications of its staff, in accordance with the expectations of Umalusi (Independent School Accreditation Board).

2. Staff selection

- 2.1. Solid Foundations Primary School is committed to full integration of all races during the process of staff selection.
- 2.2. The owner will be assisted by the principal when interviews are conducted.
- 2.3. The person best qualified and suited for the job will be selected.
- 2.4. The following is used as criteria:
 - 2.4.1. qualifications
 - 2.4.2. experience
 - 2.4.3. moral standard and religious orientation (fitting into the vision and mission of the school)
 - 2.4.4. English fluency

3. Induction and Probation

- 3.1. Staff are initially appointed for a predetermined probation period, usually of 6 months, after which the staff member's performance is appraised by the principal and owner. Appraisal of the new staff member's performance follows the same appraisal criterion as is followed for the biannual appraisal process of all academic staff members.
- 3.2. New staff members are introduced personally to existing staff members by the school principal.
- 3.3. Existing staff members teaching the same grade as newly appointed staff members are expected to act as a mentor and guide for the new staff members.

4. Staff Development

Solid Foundations endeavours to develop its staff through the following processes:

4.1. Staff Appraisals

4.2. Maintaining relevance and up-to-datedness

4.2.1. Staff members are strongly encouraged to attend lectures and courses as often as possible. The school covers the costs accrued through attendance of professional development courses or lectures that have been approved by the principal. An itinerary of NAPTOSA courses is printed out termly by the principal and posted in the school staff room.

4.2.2. Teachers and principal share the responsibility of keeping themselves updated and informed regarding any departmental advances or changes as well as any changes in the proposed school curriculum.

4.2.3. The school supports staff who wish to study further and is open to negotiations regarding the costs incurred for staff members wishing to do so.

4.3. Lesson Study

4.3.1. Staff are expected to participate in at least two lesson study cycles per year.

Procedure for Lesson Study is explained in the Lesson Study Procedure document.