

Policy and Procedure Guide

Subject: Job Descriptions	Date Effective: September 2011
	Review Date: By end of December 2012

Responsible to: General Manager**Applies to:** All staff**Purpose:** To ensure there is a clearly written, comprehensive and relevant description of all positions for the staff of WRFKA.**Definitions:** A “job description” is a specific description of a job function which includes:

- overall purpose of the position
- purpose/objective of the position
- key tasks
- key results
- relationships required by the position
- accountability
- resources provided
- a person specification
- an ability to access professional development

References:

- Current *Kindergarten Teachers, Head Teachers and Senior Teachers Collective Employment Agreement*
- Current *Kindergarten Associations Support Staff Collective Agreement*
- Current *Wellington Kindergarten Association Office-based Support Staff Collective Agreement*
- WRFKA Individual Agreements
- WRFKA Appointments Policy
- WRFKA Appraisal Policy

POLICY

1. A job description shall exist for all positions for which the Association is the employer.
2. Job descriptions shall be reviewed:
 - before advertising for a new staff member;
 - at least once a year; or
 - where a significant change in a job function requires it.
3. When reviewing a job description consultation shall take place with those staff affected by that job description.

PROCEDURES

1. When a position becomes vacant, if an appropriate job description exists, it shall be reviewed by the Senior Teacher and Kindergarten community, or the General Manager, depending on the position, to ensure its relevance and currency. Staff affected by that position will also be consulted. If an appropriate job description does not exist, the General Manager shall develop one in consultation with other staff that shall be affected.
2. The job description will be sent to anyone who applies for the position.
3. At the interview, the Senior Teacher or General Manager shall check with job applicants that they understand the implications of the job description and will be able to carry out the job requirements.
4. The job description shall be referred to in the appraisal process.