



Workforce Profile

Newton Moore Senior High School has a large number of experienced and long serving staff members. Mixed with this we have a core of new and younger staff.

The leadership team comprises of the Principal, Associate Principal and two Deputy Principals and a Corporate Services Manager. The school also has a Vocational Education Training Coordinator, a Student Services Coordinator, Follow the Dream Coordinator and six Heads of Learning Area who are responsible for the collective management of the various curriculum areas in the school.

We also have a very strong non teaching group of staff. This includes our Human Resource Manager, three Student Support Officers, Aboriginal Indigenous Education Officers (AIEOs), Education Assistants, School Officers, Library Officer, IT Technicians, Gardener and Handyman.

Below is an outline of the staff classified into each occupational group.

Occupation Group	Active Headcount	Active FTE
Leadership	5	5.0
Head of Learning Area / Coordinator	9	9.0
Teacher	53	50
Education Support	5	4.3
Aboriginal Indigenous Education Officers	3	2.5
Admin	13	11.3
Cleaner	9	6.8
Gardener/Handyman	1.2	1.2
Other	9	6.0
Total	108	96.4

The school is proactive in ensuring we fill positions where possible with permanent employees.

Year	Teaching		Non-Teaching	
	Perma-nent	Fixed Term	Perma-nent	Fixed Term
2015	75%	24%	76%	20%
2016	77%	22%	86%	14%
2017	85%	11%	92%	5%

Context:

Effective workforce planning aims to provide Newton Moore Senior High School with the people best able to work towards its strategic direction, develop innovative approaches to complex issues, and deliver appropriate services effectively and efficiently. This plan provides a foundation for future workforce planning.

Challenges facing Newton Moore Senior High School

- An aging workforce and a need to have a variety of staff at all stages of their careers.
- Larger number of requests to do part time and/or shared jobs.
- Staff promoting and relocating thus the need to ensure we have sustainability with our positions.
- Ability to attract diverse people into roles within the school e.g. indigenous people.

The overarching strategies we will be using are:

- Building Competencies
- Encouraging Retention
- Workforce diversity
- Valuing our people



Newton Moore Senior High School

Workforce Management Plan



NEWTON MOORE SENIOR HIGH SCHOOL
Achieving together, growing together

Building Competencies

We believe a knowledgeable, skilled and well trained workforce is critical to our school's success. Improving competencies allows us to be adaptable, competitive and ultimately more productive.

Focus areas:

1. *Support / Coaching*

- Strategic and targeted Professional Learning.
- Design a mentor program for staff.
- Build teacher understanding of Professional Standards and Code of Conduct.

2. *Training and Professional Learning*

- Provide informal on-the-job training.
- High quality inductions are conducted.
- Have a sustainable workforce.
- Provide a variety of in-house professional opportunities.

3. *Promotion*

- Continue to upskill staff on selection processes.
- Clear, transparent, internal selection processes.



Encouraging Retention

We believe employees feel valued and appreciated when given feedback, provided with growth opportunities, given work life balance options and have trust and confidence in the school leaders.

Focus areas:

1. *Supportive work environment*

- Implement support mechanisms for staff returning to work.
- Performance Management that is highly valued.
- Mentor those in middle leadership roles.

2. *Health, safety and wellbeing*

- Ensure Health & Wellbeing is a school priority.
- Regularly review staff workload.
- Encourage staff to have a work/life balance.
- Implement new emergency response processes.



Workforce Diversity

We believe our school is a better place when we have a diverse group of individuals with unique qualities and skills. Diversity to us is more than just race, it is personality, age, skill set, education and more.

Focus areas:

1. *Staff selection*

- Establish roles to support delivery of service to students.
- Match right people to the right job.
- Careful adherence of recruitment policies and procedures.
- Prudent selection processes to ensure fairness and equality.

2. *Inclusivity*

- People of all backgrounds feel welcomed and valued.
- Foster and encourage teamwork and collaboration.
- Strong organisational systems that support diversity and inclusion.



Valuing our People

We believe it is important to work in a welcoming, supportive and positive environment. We do this by valuing each individual and what they bring to our school.

Focus areas:

1. *Staff acknowledgments*

- Celebrate staff achievements.
- Consistently provide rewards and forms of recognition.
- Cultivate loyalty and engage employees.
- Share school achievements with the wider school community.

2. *Valuing your contributions*

- Celebrate workplace milestones.
- Achievements are linked to the values and vision of our organisation.
- Support personalised and team milestones achieved.

