



## Staff Recruitment Policy

Policy No:	34 (3.1)	Version:	3 (June 2020)
Responsibility:	School Chair	Scheduled Review Date:	June 2022

### 1.0 Purpose

This policy aims to provide efficient, equitable and accountable recruitment processes

### 2.0 Policy Statement

Tarremah Steiner School aims to provide consistency and fairness in the recruitment of new staff.

### 3.0 Policy Elements.

All employment decisions, with the exception of the School Chair, which is a School Council responsibility, in consultation with the School Executive, are the responsibility of the School Executive.

When recruiting teaching and support staff, the aim is to employ the best candidate from the field of applicants with appropriate skills and experience to enhance the provision of education for the students at the school.

### 4.0 Procedure

The recruitment procedure will include the following steps:

- The Education Administrator and the Business Manager, in consultation with the appropriate Faculty, creates or updates a draft Position Description, which includes, amongst other things, a Role Description, Statement of Duties and Selection Criteria.
- For newly created Position Descriptions a financial impact assessment is made by the Business Manager to ensure that approved budgets are not compromised.
- The Position Description is approved by the School Executive.
- School Council shall be informed of the recruitment through the School Chair's monthly report to Council.

- A selection panel is established by the School Executive. The panel will normally consist of three members for teaching positions and two members for non-teaching positions. The best qualified members of the School Executive or Staff will be appointed by the School Executive as the three members of the selection panel.
- All positions greater than 0.2FTE and/or for more than one school term, in general will be advertised to attract the highest quality field possible for a particular vacancy. Advertising will generally include the School website, SEA website, newspapers, personal approaches to known possible candidates and recruitment websites such as Seek. The forums for advertising any given position will be determined by the School Executive.
- The receipt of all applications is acknowledged in writing by the Office.
- Applications are short listed by the Selection Panel according to their strength of claim against the selection criteria. Positions may be re-advertised if the field is not considered strong enough with regard to the selection criteria.
- Short listed applicants are interviewed by the Selection Panel. The preferred candidate is selected and references checked.
- A report is prepared for the School Executive with a recommendation from the short list. The School Executive approves the recommendation after consideration.
- The successful applicant is notified by a nominated member of the Selection Panel. The Business Manager will prepare a Contract of Employment and a Letter of Offer in accordance with the provisions of the Modern Award.
- If the Letter of Offer is accepted, the signed contract is placed in the Human Resources file.
- If the Letter of Offer is declined, the panel reconvenes to reconsider the other candidates or to readvertise the position.
- Once an offer has been accepted, unsuccessful short-listed applicants are notified by phone by a member of the Selection Panel. Other unsuccessful applicants are notified in writing.
- An Induction Program is prepared for the new staff member by the Education Administrator or Business Manager in consultation with the School Executive as appropriate.

## **5.0 Relief Teachers**

Upon receiving expressions of interest from Relief Teacher, the Relief Coordinator contacts the prospective employee and makes a time for a meeting.

The applicant is invited to join a school tour if they're new to the school.

At the meeting the following considerations are taken into account to gauge their suitability:

- Years of teaching experience, Tasmanian Teacher's Registration and WWVP Card
- Areas of expertise – subjects and age-levels
- Steiner experience (particularly important for covering in the ECC and the Primary Classes)

- An informal personality assessment takes place during this meeting to see if the prospective teacher will be 'a good fit' and be able to maintain the values and strengths of the school and work within the Steiner approach to teaching. Artistic skills, adaptability, experience in behaviour management and familiarity with the rhythm of the day are key desirable qualities
- Availability (which days of the week)
- They may be taken on a tour of the school by the relief coordinator
- Contact details and modes of communication between relief coordinator and relief teacher

The relief coordinator will monitor first days, getting feedback from personal observation and colleague reports.

Folders containing information about timetable, rhythm of the day, specific learning needs, school protocols and medical information are given to each relief teacher.

The relief coordinator aims to keep a list of relief teachers with some depth, and the cultivation of new possible relief is facilitated when possible by inviting them in for observations, giving them opportunities to volunteer in a class or giving them a straight-forward day.

A permanent invitation for new relief teachers is on the School's website and if the list becomes short the School may advertise more widely.

Where necessary, an induction takes place in the morning, communicating specific needs of the day.

## **6.0 Responsibilities**

- School Executive
- School Chair
- Business Manager
- Education Administrator

## **7.0 Related Documents**

- Recruitment Action Checklist
- Equal Employment Opportunity Policy

## **8.0 Reference/Legislation**

**9.0 Contact Point**

- School Chair
- Business Manager

**910.0 Authorization**

Executive:

Council:

Name:

Date: