



## Staff Recruitment Policy

Policy No:	3.1	Version:	2 (June 2022)
Responsibility:	School Chair	Scheduled Review Date:	June 2024

### 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 are the responsibility of the School Executive, except for the employment of the School Chair which is the responsibility of the School Council in consultation with 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, Education Facilitator and School Chair create or update a draft Position Description, which includes, amongst other things, a Role Description, Statement of Duties and Selection Criteria.
- A financial impact assessment of the Position Description is made by the Business Manager.
- The Position Description is approved by the School Executive.
- School Council is informed of the recruitment through the School Chair's 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 College will be appointed by the School Executive as the three members of the selection panel.

- All teaching positions greater than 0.2FTE and/or for more than one school term, will be advertised to attract the highest quality field possible for a particular vacancy. Advertising will generally include the School website, SEA website, local newspapers and personal approaches to known possible candidates. 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 Front Office.
- Applications are short listed by the Selection Panel according to their responses to 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.
- 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 filed in Human Resources.
- If the Letter of Offer is declined, the panel reconvenes to reconsider the other candidates or to readvertise the position.
- 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 Responsibilities**

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

## **6.0 Related Documents**

- Recruitment Action Checklist
- Equal Employment Opportunity Policy

## **7.0 Reference/Legislation**

## **8.0 Contact Point**

- School Chair
- Business Manager

## **9.0 Authorisation**

Executive:

Council:

Name:

Date: