Staff Recruitment Policy

Policy No:	3.1	Version: 5	June 2026
Responsibility:	School Chair	Scheduled Review Date:	June 2030

1.0 Purpose

This policy provides the community with a clear description of the School's Staff Recruitment Process.

2.0 Policy Statement

Tarremah Steiner School aims to provide consistency and fairness in the recruitment of new staff. We strive to employ the most suitable candidate from a field of applicants, ensuring they have appropriate skills, experience and desire to work collaboratively within the School Community and to promote Steiner Education.

3.0 Policy Elements

4.0 Recruitment Procedure

4.1 Employment Decisions

4.2 Position Description

4.3 Communication with the School Council

4.4 Establishment of a Selection Panel

4.5 Advertising Positions

4.6 Selection Process

4.7 Letter of Offer

4.8 Notification

4.9 Onboarding of New Staff Members

4.10 Onboarding of Relief Staff, Tutors, Student Teachers and Volunteers

5.0 Responsibilities

6.0 Related Documents

7.0 Reference/Legislation

4.0 Recruitment Procedure

4.1 Employment Decisions

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.

4.2 Position Description

The Education Facilitator, School Chair and/or Business Manager create or update Position Descriptions, which include, amongst other things, a Role Description, Statement of Duties and Selection Criteria. New Position Descriptions are confirmed by the School Executive and their financial impact is assessed and approved by the Business Manager prior to advertising.

4.3 Communication with the School Council

School Council is informed of the recruitment through the School Chair's monthly reports to Council.

4.4 Establishment of a Selection Panel

A selection panel is established by the School Executive. The panel will usually consist of three members for teaching positions and two members for non-teaching positions. The most appropriate members of the School Executive or College will be appointed by the School Executive to the selection panel.

4.5 Advertising Positions

Permanent teaching positions greater than 0.2FTE will be advertised to attract the highest quality field possible for a particular vacancy. Advertising will generally include the local newspaper and online recruitment platform, the School and SEA websites, and personal approaches to known possible candidates.

Temporary replacement positions and fixed term positions of less than 18 months may not be advertised if a preferred candidate is available, when expediency and continuity of care are paramount.

4.6 Selection Process

Applications are short listed according to their responses to the selection criteria. Positions may be re-advertised if the field is not considered strong enough to provide an appropriate candidate, or if the process is not rigorous enough.

Short listed applicants are interviewed and asked to demonstrate their practice in a classroom environment, as appropriate.

The panel confirms their preferred candidate, references and Working with Vulnerable People accreditation are checked before a summary of the process and recommendation is put to the School Executive. The School Executive confirms there is no reason to question the appointment, before approving an offer is made to the preferred candidate.

4.7 Letter of Offer

The Business Manager prepares a Contract of Employment in consultation with the School Chair who then creates a Letter of Offer, in accordance with the Tarremah Steiner School Enterprise Agreement.

If the Letter of Offer is accepted, the signed contract is filed by Human Resources. If the Letter of Offer is declined, the panel reconvenes to reconsider the other candidates or to readvertise the position.

4.8 Notification

The receipt of all applications is acknowledged in writing by the Front Office. Shortlisted candidates are offered an interview and an opportunity to demonstrate their practice.

Applicants not shortlisted are contacted by email, thanked for their application but informed that have not been shortlisted for the current position. The preferred candidate is contacted and offered the position, and if accepted the unsuccessful short-listed applicants are notified in person by a member of the Selection Panel.

4.9 Onboarding of New Staff Members

An Induction Program is prepared for new staff members by the Education Administrator or Business Manager in consultation with the School Executive as appropriate.

As part of the Induction Program, new staff members are placed on a six-month probation period. During that period, the Education Facilitator or appropriate member of the School Executive facilitates regular meetings, observes their practice, and offers support including Professional Development courses. The new staff member will be informed of any concerns about performance or conduct through these meetings, given clear guidance and support to improve practice. If the new staff member's continued employment is at risk, they will be informed in writing. If the candidate is unable to demonstrate the required progress, their position may be terminated or their probation extended.

4.10 Onboarding of Relief Staff, Student Teachers and Volunteers

An Induction Program is prepared for new Relief staff, tutors, Student teachers on placement and Volunteers by the Education Administrator. Depending on the situation, relief staff and volunteers' classroom practice may be observed by the Education Facilitator.

Every effort is made to engage and offer consistent relief staff, who are then expected to engage in annual professional development and refamiliarisation with policies along with permanent colleagues.

5.0 Responsibilities

- School Executive
- Front Office Staff
- Human Resources

6.0 Related Documents

- Induction Onboarding Checklist
- Equal Employment Opportunity Policy
- Tarremah Steiner School Enterprise Agreement
- Pathways and Probation Documents

7.0 Reference/Legislation

8.0 Contact Point

- School Chair
- Business Manager

9.0 Authorisation

Executive: Council:

Name:

Date:

VERSION	UPDATE	CHANGE DESCRIPTION
5	June 2026	Minor updates to clarify process