

<b>Boroondara Park Primary School Policies</b>	<b>Written</b>	<b>Sep 2016</b>
	<b>Ratified</b>	<b>Nov 2016</b>
	<b>Review</b>	<b>Nov 2019</b>
<b>RECRUITMENT POLICY</b>		

### **Rationale:**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. Boroondara Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

### **Aim:**

To focus on the ongoing improvement in our school via targeted, successful and safe recruitment.

### **Implementation:**

- The principal in consultation with the Consultative Committee, the School Council, and all staff will develop a workforce plan that details our current staffing profile and describes a preferred staffing profile that will meet the needs of our students in the future.
- Recruitment of staff will comply with the Child Safe Standards set out in Ministerial order 870.
- Recruitment of staff will meet the VIT requirements and include police checks
- Ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide.
- For existing staff, the school will promote and embed the Child Safety Code of Conduct.
- Plan, implement and monitor arrangements around new staff member(s) to ensure the care, safety, security and general well-being of all students in attendance at the school including compliance with the Child Safe Standards.
- The school's workforce plan will be a transparent and accessible document that reflects student needs, school priorities and budget realities.
- The workforce plan will be considerate of teaching and non-teaching staffing combinations.
- All recruitment at the school will be consistent with Department of Education requirements.
- A wide variety of staff will be used on selection panels. Staff on selection panels will have Merit Board training.
- Vacancies may be advertised in metropolitan and local newspapers as well as via the Department of Education's Recruitment Online.
- Principals implement practices to ensure that they are satisfied an external applicant *meets the Child Safe Standards* prior to the applicant's employment. This will include:
  - Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
  - Verification of professional registration as required by law for teachers.
  - Positive, team orientated staff with high levels of enthusiasm and a strong work ethic are recognised as highly sought after recruits.

- It is recognised that staff from a variety of social, ethnic, cultural, religious and educational backgrounds bring with them a rich mixture of skills and experiences.
- Flexible work options will be explored and implemented where appropriate.
- The school will be receptive to, and highly supportive of pre-service teacher training programs partnering with a number of tertiary providers.
- The school will seek a balance of graduate and more experienced teachers, and we will seek the opportunities available to schools through recognised graduate recruitment programs.
- All recruited staff will undertake a significant induction program.
- Induction to include:
  - Teaching and Learning documents
  - School Code of Conduct
  - Child related policies i.e. Child Safe Policy
    - New staff will be monitored to ensure student safety is held paramount.
    - Mentoring and targeted professional learning will be a feature of our staff development program.

**Breach of Policy:**

As determined by School Principal.

**Other Considerations & Related Boroondara Park Policies:**

Boroondara Park Primary School, Child Safe Policy

**Evaluation:**

This policy will be reviewed with student, parent and community input as part of the school's three year review process.