



RECRUITMENT AND SELECTION POLICY

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OVERVIEW AND APPLICATION

St Aidan's Anglican Girls' School is committed to an equitable, transparent, consistent and merit based approach to recruitment and selection in order to attract, select, and retain the most capable staff through open competition on merit. The policy and procedures to be followed at each stage of the recruitment and selection process – vacancy, applications and short-listing, screening and selection and appointment have been developed accordingly.

This policy sets out guidelines for the recruitment and selection of staff at St Aidan's Anglican Girls' School (referred to in this Policy as "St Aidan's" or "the School") and provides the necessary tools to ensure that this process:

- Attracts the most talented staff to meet the present and future needs of the School and its community;
- Has due regard to relevant legal requirements including but not limited to discrimination and privacy legislation; and
- Minimises the risk of Harm to students at the School by Staff.

This policy is a key component of the St Aidan's Anglican Girls' School's Child and Youth Risk Management Strategy as a legislative requirements of the Working with Children (Risk Management and Screening) Act 2000 and Working with Children (Risk Management and Screen) Regulation 2011.

Only members of the Senior Leadership Team (SLT) are authorised to conduct recruitment practices on behalf of the School.

RELATED LEGISLATION/AUTHORITY

All stages of the recruitment and selection process must conform with the provisions of various Acts of Parliament. The relevant Acts and Regulations are referenced in the Pre-Employment Check Policy.

DEFINITIONS

In this policy:

- Harm is any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing, irrespective of cause. Causes of harm may include, but are not limited to: physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm may be caused by a single act, omission or circumstance, or by a series or combination of acts, omissions or circumstances.
- Staff means all employees, and other personnel such as consultants, contractors, and people undertaking work experience or vocational placements or volunteers working for the School.
- A "student" is any person regardless of age who is enrolled at the School.
- Transparent means processes that are clearly defined, easily understood and easily accessible.
- Consistent means all candidates are treated in a similar way.
- Merit is the extent to which an applicant demonstrates they have abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to carrying out the core duties of the role.
- Equitable means recruitment without hidden or apparent bias on the grounds of gender, relationship status, pregnancy, parental status, breastfeeding, age, race, impairment, political belief or activity, trade union activity, lawful sexual activity, gender identity, sexuality and family responsibilities or association with, or relation to, a person identified on the basis of any of the above attributes.

- Internal candidate means a person who at the time of the recruitment process is employed by St Aidan's Anglican Girls' School.
- External candidate means a candidate who at the time of recruitment is not employed by St Aidan's Anglican Girls' School.
- Conflict of Interest means a situation where an individual has a personal connection with a candidate which may influence their judgment.
- Blue card means a suitability card to work with children and young people. Issued after a Working with Children Check has been approved. A positive notice letter and a Blue Card will be issued.

DESCRIPTION

St Aidan's is committed to recruiting, supporting, developing and retaining staff of the highest calibre. This calls for an equitable, competitive and timely recruitment and staff selection process. The school seeks to:

- Maintain the principle of open competition on the basis of merit to appoint the best candidate/s
- Provide equal opportunity for all candidates
- Represent in its staffing profile the community it serves
- Ensure that selection procedures are efficient and effective
- Maintain applicant confidentiality
- Ensure compliance with relevant legislation including but not limited to discrimination and privacy legislation.
- Commit to the safety, welfare and wellbeing of students and ensure the suitability of all staff to work in child-related employment.

St Aidan's follows a four stage recruitment and selection process for continuing and fixed-term staff appointments longer than one year:

1. Vacancy including job advertisements, application forms and selection criteria
2. Applications and short listing
3. Selection, screening and references
4. Appointment

VACANCY, JOB ADVERTISEMENTS, APPLICATION FORMS AND SELECTION CRITERIA

A position description, including a statement of duties and selection criteria must be developed or updated for any vacant position that is authorised to be filled. This is essential to inform candidates about the School's expectations and is the key to making an equitable selection based on merit against clearly defined requirements.

Nevertheless, the school reserves the right to invite candidates to apply for a position, without advertising. This may occur, with approval from the Principal, Deputy Principal, Head of Junior School or Director of Business and Operations - SSA, where candidates are to be sourced through a search conducted by a recruitment and selection consultant.

Vacant positions will be advertised internally prior to or concurrent with any other channel, including the St Aidan's Anglican Girls' School website, social media and recruitment agencies. Care should be taken when structuring advertisements to promote the value proposition of the role and the School in an engaging and concise manner.

Job advertisements, application forms and/or selection criteria/duty statements for a role will:

- Contain a clear statement about the School's mission and commitment to child safety;
- Specify the experience and qualifications required for the role, including whether teacher registration or a Blue Card is necessary for the successful candidate; and

- Specify the School’s requirements for referee and identity checks and for disclosure by a candidate of any information relevant to the candidate’s eligibility or suitability to engage in activities involving children
- Contain the following statements:
 - “This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law”.
 - All applicants should read and familiarise themselves with the School’s Recruitment and Selection Policy and Child and Youth Risk Management Strategy which can be accessed on the School’s website at www.staidans.qld.edu.au

APPLICATIONS AND SHORT LISTING

The School seeks to treat all candidates equitably, with respect and courtesy. This includes acknowledging receipt of job applications and advising unsuccessful candidates as soon as possible once a short-list of candidates has been decided.

Duly constituted selection committees will assess candidates against established selection criteria to ensure objectivity and avoid bias in all stages of the selection process. As a general guide the selection panel will include no fewer than two people and no more than four persons. An external consultant maybe invited to be part of the selection panel. Members of the selection panel will be invited to participate in relevant stages of the recruitment process.

At any stage of the recruitment process if a member of the selection panel becomes aware of a potential conflict of interest they are to discuss this with the Principal or SLT member without delay.

Applications are treated with confidentiality at all times.

For most occasions, two nominated staff will conduct an initial cull of applications after consideration of written applications. This expedites the process of deciding on a shortlist of candidates to be interviewed.

Internal candidates are welcome to apply for any vacancy in which they are suitably qualified. Such applications will be shortlisted alongside all other applications and treated in a consistent manner. Internal candidate’s not shortlisted for an interview will be contacted and advised and be provided with relevant feedback. Such feedback should be factual, unbiased and delivered in a courteous and sensitive manner.

Family members and friends of staff of St Aidan’s Anglican Girls’ School are welcome to apply for any position advertised at St Aidan’s Anglican Girls’ School. These applications will be processed in line with all applications. In the situation where there is a perceived and/or real potential for a conflict of interest, such applications will need to be considered carefully. In the interest of transparency and fairness to all it is appropriate that a perceived conflict of interest should be brought to the Principal’s attention. It is important to note that in all cases, final recruitment decisions will be based on merit.

Written referee reports may be sought for candidates short-listed for academic positions, otherwise a report may be obtained by telephone.

Recruitment and selection agencies may be engaged, with the approval of the Principal.

SELECTION, SCREENING AND REFERENCES

The selection process seeks to identify the best candidate on merit. Selection Committees must ensure there is no discrimination on grounds unrelated to the requirements of the position. Care will be taken throughout the

entire recruitment and selection process to minimise the possibility of a discrimination issue through either direct or indirect discrimination.

Decisions on recruitment should be made in accordance with this policy and based solely on the ability of a candidate to effectively achieve the outcomes required of a position. No consideration is to be given to any factors which are covered by discrimination and equal opportunity legislation.

Nevertheless, selection committees have discretion in the relative weighting of selection criteria as per the position description, the judgement of the merits of candidates against the position description and in the assessment of potential or ability to perform other duties.

Interviews will be arranged and conducted in a manner which ensures the candidate has been assessed thoroughly and fairly for the position and that they have a good understanding of the role and the School. Candidates will also have had the opportunity to ask any questions or clarify any issues they may have.

Questions during interviews will relate to:

- A candidate's work history, background and attitudes; and
- The selection criteria / duty statement for the role.

During interviews, candidates will be provided information about the School's child protection policies and procedures and questions asked to test the candidate's:

- Values and attitudes concerning relationships with children; and
- Understanding of sexual (and other) abuse, its causes and prevention.

In addition, the Committee will consider other relevant factors, which may include, for example, work assessment tests, job-related medical assessment and reference checks before reaching a final decision.

Selection Committees must seek to be objective and to maintain the equity and confidentiality of the selection process. Feedback will not be routinely offered to external candidates. On request, feedback may be given to candidates interviewed for a position.

Telephone reference checks must be conducted, as a minimum whenever possible with the preferred candidate's current and immediate past supervisor, before the final selection decision is made. Reference checks should be conducted on a confidential basis.

Priority should be given to reports of referees who can comment on the candidate's most recent child related employment or other activities. Referees will be questioned regarding the candidate's attitude and behaviour toward children in their previous role/s.

The School reserves the right to contact any persons who may have relevant knowledge of the candidate's qualifications and experience, whether or not such persons are nominated as referees by the candidate.

Relevant performance feedback will be gathered in relation to an internal candidates prior to any final decisions on their applications are made.

If progressing with a candidate, due diligence must be completed prior to offer. The Pre-Employment Checklist Policy explains the procedures for conducting pre-employment background checks for all staff positions.

APPOINTMENT

The appointment process is the final approval and appointment of the most suited candidate based on merit. The following principles relate directly to this stage:

Successful candidate

- The final decision of appointment rests with the Principal. To this end no recruitment decision should be finalised or verbal offer made without the Principal's final approval; this may include a second interview with the Principal. The Principal may choose to delegate this responsibility.
- Once a decision is reached on a preferred candidate, a verbal offer may be made. A written offer of employment will then be provided to the candidate as soon as practicable. This appointment letter should be signed by the Principal or her representative.
- All new staff will be subject to a probationary period relevant to their type and level of appointment. This is to assess the suitability of the Staff member in their role.

Unsuccessful candidate

- The School will notify unsuccessful candidates of the outcome of their application. Unsuccessful short-listed candidates should be dealt with courteously and sensitively. Care will be taken to provide clear communication and avenues for follow up where possible. They may be advised by telephone in the first instance and in any event should receive written notification.

REVIEW OF RECRUITMENT DECISIONS

Any concerns about the recruitment and selection process should be referred in the first instance to the Deputy Principal and/or hiring SLT member. If either of these roles are unable to resolve the issues, or requires advice or assistance, the matter is to be referred to the Principal or her representative. Alternatively, written complaints may be submitted to the Principal.

PRIVACY

The School is committed to protecting the privacy of individuals and is bound by the Australian Privacy Principles set out in the Privacy Act. A candidate's CV and academic transcripts are personal information and St Aidan's must only collect, use or disclose personal information in accordance with the Act and the School's Privacy Policy.

POLICY MANAGEMENT

The School may change this policy at any time, in particular, to take account of changes, and effect of changes, in legislation and industrial instruments.

RELATED DOCUMENTS

- Position Description template
- Offer/Employment Contract/Letter of appointment
- Recruitment Approval form
- Request Reference check form
- Working with children check forms:
 - Blue Card Application form
 - Link an applicant/cardholder to this organisation form
 - Volunteer to paid employment transfer form
- New Employee Induction pack

RELEVANT LEGISLATION

- Refer to St Aidan's Pre-Employment Checklist Policy for all relevant School policies and legislation