



# ***Marian Catholic School***

## **STAFF APPOINTMENT POLICY**

### **Purpose**

To establish procedures for the appointment of quality staff at all levels of the school in a manner consistent with Marian Catholic School core values.

### **Policy**

1. The Board of Trustees will on all occasions act as a good employer.
2. Appointments will be made in accordance with appropriate Awards and Agreements.
3. Appointments will be made in accordance with the principles of Equal Employment Opportunities.
4. All applications for employment will be treated confidentially in accord with the Privacy Act.
5. The Board of Trustees will establish the Appointment Committee:

The Appointment Committee will adhere to current legislation, that any committee set up by a Board which has power to appoint teachers or recommend the appointment of teachers must contain at least one of the Proprietor's Appointees on the Board.

**Principal** The Appointment Committee shall be the Board of Trustees. (The use of an external consultant is recommended).

**Deputy Principal / Assistant Principal / DRS / Scale A Teacher** The Appointment Committee will be made up of at least: Principal, Parent Representative, Proprietor's Representative and a member of the Leadership Team.

**Long Term Relieving Positions (1 – 3 terms) – a year position treat as Scale A**  
Principal and member of Leadership Team.

**Support Staff / Caretaking and Cleaning** Principal, as annually delegated. The Principal may consult with the Deputy Principal or members of the Board of Trustees as required. Parents of Ongoing Reviewable Resourcing Scheme children to be included if appropriate.

6. Appointments will be made in accordance with the Appointment Procedures as annexed to this policy.
7. Appointments will be made in accordance with the Special Character of the School as outlined in the Integration Agreement.
8. All potential employees will be subject to safety and security vetting in accordance with the current legislation.

**Review**

This policy will be reviewed triennially.

**Approved by the Board of Trustees:** 12 June 2017

Board of Trustees Chairperson: .....

# Appointment Procedures

## PROCESS

1. Determine the staffing need.
2. Determine the position's status in accordance with Integration Agreement and Catholic Integrated Schools Office guidelines "tagged" or "non-tagged".
3. Compile a job description after consultation with appropriate staff.
4. Establish the criteria for appointment after consultation with the Appointment Committee.
5. Advertise the vacancy.
6. Applicants will be forwarded
  - S form in accordance with Integration Agreement. Tagged positions require S65 Form. DP – Tagged position require S66 Form.
  - Job Description
  - Criteria for Appointment
  - Parent Information Booklet
  - Any other relevant/requested information
  - Application Form
  - Request for Police Check/Conviction Disclosure – non-teaching staff only.
  - Questionnaire from EEO pack.
7. Applications to be received by the Principal. In the case of a Principal appointment, Board of Trustees Chairperson to receive.
8. Written confirmation of receipt of applications to applicants.
9. All S Forms sent to Catholic Integrated Schools Office for consultation process.
10. Individual committee members read applications and rank applicants without consultation according to criteria refer Point 4.
11. Appointment Committee meets and in consultation:
  - Prioritise applicants
  - Compiles a shortlist of applicants to interview.
  - Call for Referees' Reports/supporting evidence where necessary.
12. Conduct the interviews.

In determining which applicant for a teaching or non-teaching position is best suited to the position, the Board must balance the following requirements:

- (a) the obligation of the Board to appoint teachers so that the school will reflect the Special Character in its teaching and conduct;

- (b) the need to have competent teachers to fulfil the educational objectives of the school and the special needs of the students;
- (c) the need to be just and equitable to all who wish to apply for the position;

13. Criteria for Appointment

- a. The most suitable applicant for the position will be appointed.
- b. The Appointment Committee reserves the right to re-advertise if no applicant is deemed suitable for the position.

14. Telephone contact with successful applicant to determine whether they still wish to take up the position.

15. Advise the other applicants they were unsuccessful.

16. Advise successful applicant by letter and on written acceptance, ratify by the Board.

17. Return all relevant information to applicants.

18. Notes pertaining to applicants to be retained for 10 days then destroyed (including Referees' reports).

19. Equal Employment procedures will be applied and demonstrated in appointment procedures.