



HOLY NAME PRIMARY SCHOOL

Employment of Staff Policy

Rationale:

To employ staff who have the knowledge and disposition to educate students in the Catholic faith; a staff who are able to share in the Church's mission of proclaiming the good news. To create a staff culture where the expectation is that all members support the Church's teaching and bear witness to it in their daily lives.

Aims:

To establish protocols and procedures to ensure that staff are employed at the highest level of professionalism and skill and who will be facilitators for creating an environment where Holy Name's Catholic vision is lived.

Implementation:

The Principal is responsible for ensuring that the appropriate procedures are followed when employing staff. These are:

The Application

- Advertising a vacant position to attract suitable applicants
- The advertisement should contain a title and brief description of the position, position tenure, references, expectations of the employer, reference to a work safe culture and conditions based upon the award. This should be advertised on Teacher Net
- Applicants are also asked to detail their previous employment history and furnish the names of two referees who can speak about their professional skills and personal qualities. The applicant needs to list their VIT accreditation number and show the relevant documents for accreditation to teach in a Catholic school.
- Establishing criteria that are gender equitable (based upon, but not limited to, knowledge of current teacher pedagogy) to screen applications to determine who is to be interviewed.

The Interview

- At least two referees of the applicants being interviewed are contacted. The

Principal of the applicant's current school (or where he/she was last employed) must be contacted and the applicant advised that this is the policy of the school. If the applicant expresses a desire that this not be done, the applicant should be asked for reasons for the concern. It is worthwhile remembering that applicants will rarely nominate a person whom they think will not give a favourable report.

- The use of established criteria during the interview facilitates an objective approach within the selection process, ensuring fairness and justice to each and every applicant.
- The panel needs to make an assessment about the applicant's suitability to uphold the school's child safety policies, procedures and practices.
- The panel needs to assess the applicant's commitment to adhere to the principals of Catholic education. This information needs to be sought in a nondiscriminatory manner by for instance not focusing on whether the applicant is Catholic, but whether the applicant meets the selection criteria including any faith related requirements.

Successful Applicant

- The successful applicant must produce the relevant documentation to verify their identity (ie Victoria Police 100 points of Identification)
- A National Criminal History Record Check and a Working with Children Check is compulsory for the successful applicant whether they be a new employee of a Catholic School in Victoria or a current employee transferring to our school
- It is a requirement of the Victorian Catholic Schools and MACS, that all employees be given a contract. This contract must contain:
 - an offer of employment to a particular position (note that staff may be appointed to permanent, relieving, replacement, or casual positions)
 - a copy of 'A Statement of Principles of Catholic Education
 - a description of the duties, with the proviso that duties may be varied from time to time
 - a copy of the school's Child Safe Policies
 - the salary and conditions of employment
 - the commencement and cessation date (if applicable) of employment
 - a space for the applicant to sign accepting the offer of employment
 - all sections in accordance with the CECV Contract of Employment
- The unsuccessful applicants are notified that their applications have been unsuccessful. A letter or email will be sent to applicants who are not interviewed. Candidates interviewed, but unsuccessful, will be contacted by phone or email at the same time the successful applicant is offered the position, if the employer believes there is no doubt that the preferred applicant will accept the offer of employment. If there is any doubt, options should be left open until acceptance is gained from the successful applicant.

In advertising, selecting and interviewing applicants for a position, account should be taken of the anti-discrimination laws which apply in Victoria. The relevant Acts are the:

Equal Opportunity Act 1995 (Vic.),

Workplace Relations Act 1996,

Sex Discrimination Act 1984,

Affirmative Action (Equal Opportunity for Women) Act 1986,

Racial Discrimination Act 1975,

Disability Discrimination Act 1992.

This policy is used in conjunction with the: CECV Guidelines on the Employment of Staff in Catholic Schools.

<http://www.cecv.catholic.edu.au/getmedia/0393d7fb-2fb9-4e48-a05e-56b703dd62eb/Employment-Guidelines.aspx>

Evaluation:

This policy will be reviewed in consultation with all members of the wider Holy Name Primary School community as part of the ongoing review cycle (May 2024)