

Recruitment Process

Recruitment Policy

Beliefs

- A culture of high performance is substantially enhanced by recruiting the most suitable applicant for a position
- The use of well designed selection criteria in staff selection significantly increases the probability of recruiting the most suitable applicant for a position
- The use of a representative selection panel in staff selection significantly increases the probability of recruiting the most suitable applicant for a position
- Professional merit alone, based on qualifications, experience, past performance and school cultural fit, is the prime consideration for the selection of an applicant
- The past performance of applicants for advertised positions is a strong indicator of future performance
- Promotional positions are excellent opportunities for existing staff members to advance their careers within the school and for the school to reward high performance and engender loyalty, attachment and tenure

Standards

- The school shall only employ staff members with suitable academic qualifications for the position, as determined by the Governing Body
- When all things are considered, the applicant with the most appropriate qualifications, experience, record of past performance and school cultural fit, as determined by the Principal, shall be the recommended applicant
- The staff selection process shall not discriminate against any applicant on the basis of nationality, culture, gender, religion, sexual preference, disability, age, place of abode or political beliefs

Guidelines

- When appropriate, substantive and promotion positions will initially be advertised internally. If no suitable applicants are identified from the existing staff through a proper selection process, the positions will be advertised externally, including internationally if need be. All other vacancies will be advertised externally
- Given budget capabilities, the Principal is authorised to use highly reputable recruiting agencies and to attend international recruitment fairs if a suitable applicant cannot be found locally
- The Principal will use a merit-based selection process for each advertised position, based on the application of carefully designed, relevant and appropriate selection criteria
- A representative selection panel shall be formed for each position, comprised of at least the Principal, a relevant parent or care giver and a staff member working in a like position
- When considering the merit of an applicant, the qualifications, experience, past performance and school cultural fit shall be of prime consideration

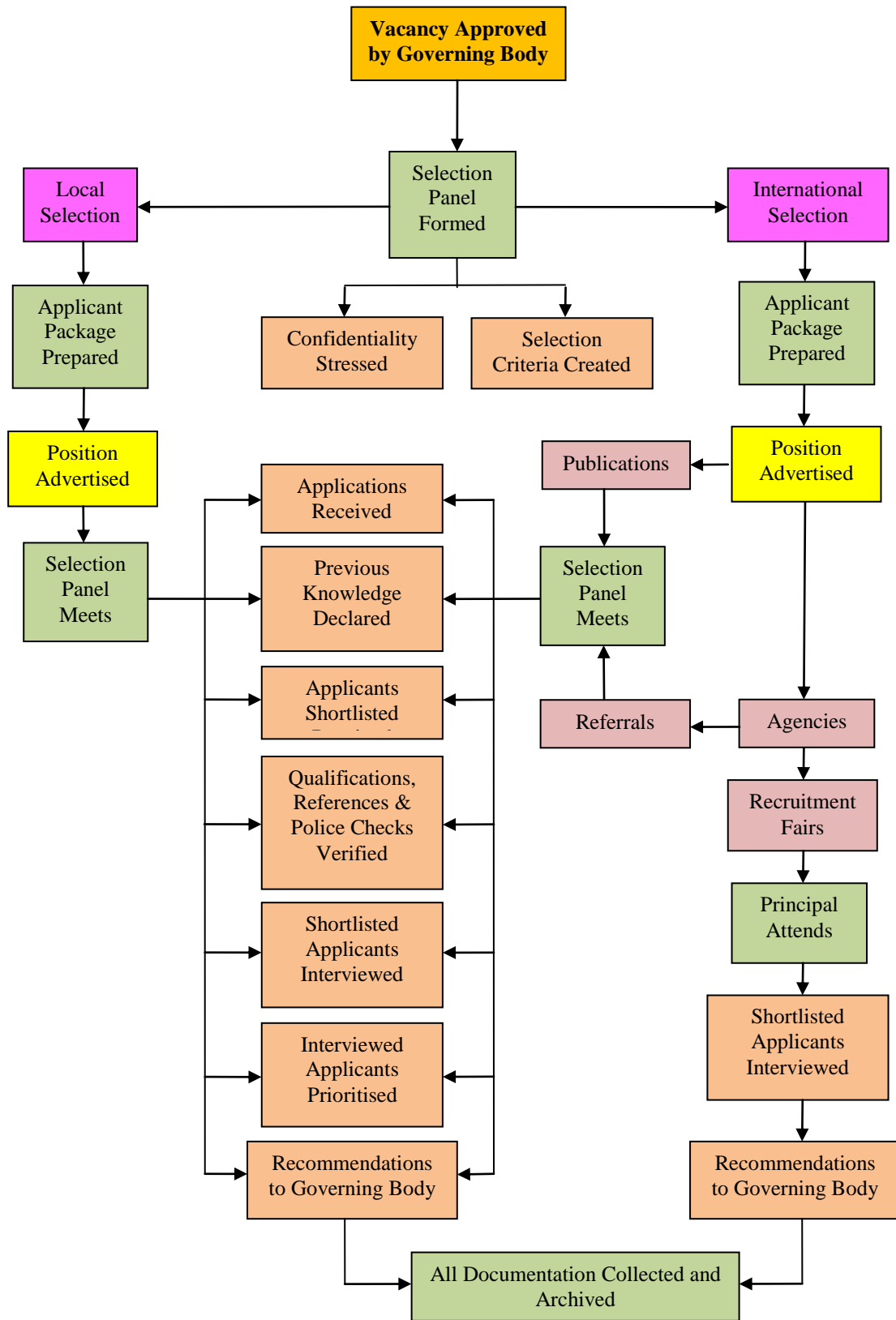
- Police checks and confidential professional references will be gained and considered for each shortlisted applicant before selection recommendations are finalised
- The Principal will formally report the appointment of a selected applicant to the Governing Body of the school for its scrutiny of proper process. If satisfied that proper process has been followed, the Governing Body will approve the appointment of that applicant
- Upon acceptance of an offer of employment by the recommended applicant, the Principal will notify all shortlisted applicants of the final decision of the Governing Body

Basis of Discretion

If, in the opinion of the Principal, no suitable applicants are identified, the Principal may recommend no appointment to the position and make alternative arrangements

Ratified by the Governing Body at the meeting of August 30, 2015

Selection Procedure, Expected Vacancies



Recruitment Selection Criteria

Teacher

Professional

- at least 2 years' experience as an exemplary teacher
- demonstrated high quality teaching skills
- a demonstrated high level knowledge of student centred approaches to learning and teaching, including planning, implementation, student assessment and program evaluation
- a demonstrated high level knowledge of relevant curriculum areas
- a demonstrated understanding of high quality and effective education resources
- a demonstrated ability to respond effectively to emerging educational initiatives and priorities
- demonstrated high level professional behaviour when interacting with families, students and colleagues
- a demonstrated ability to successfully organise and manage aspects of the wider school program
- a demonstrated ability to improve teaching performance through critically evaluating professional practices
- a demonstrated ability to provide high level professional support to colleagues

Personal

- strong interpersonal and collaboration skills
- strong communication and motivational skills
- high level personal resilience
- high level English literacy and oracy competence

Education

- educated to at least Bachelors Level in education or the equivalent
- teacher accreditation or the equivalent

Recruitment Selection Report (Confidential)

Position: _____

Tenure: _____

Advertised: Locally Date: _____ Internationally Date: _____

Total Number of Applicants: _____

Total Interviewed: _____

Person recommended to the Position:

Name: _____

Current Position: _____

Years of Relevant Experience: _____ Gender: _____

Qualifications: _____

Current Position: _____

Current Workplace: _____

Checks: References (3): Written: Verbal: Notes Kept:
Certificates: Police Report:

Other Suitable Applicants (in priority order): _____

Please attach copies of references and qualifications of all suitable applicants.

Selection Panel:

Principal/Nominee: _____ Gender: _____ Signature: _____

Staff Member: _____ Gender: _____ Signature: _____

Parent: _____ Gender: _____ Signature: _____