



RECRUITMENT POLICY

Rationale:

Successful recruitment strategies build staff morale, bring new ideas, respond to the needs of students, and help to provide a strong and diverse staff.

Aims:

To focus on the ongoing improvement in our school via targeted and successful 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.
- 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 our school will be consistent with Department of Education requirements.
- In accordance with the Child Safe Standards (Ministerial Order N°870) each job or category of jobs for school staff that involve child-connected work have a clear statement that sets out:
 - The job's requirements, duties and responsibilities regarding child safety; and
 - The job's occupant's essential or relevant qualifications experience and attributes in relation to child safety.
- All applicants for jobs that involve child connected work for the school will be informed about the school's child safe practices (including code of conduct)
- In accordance with the Child Safe Standards (Ministerial Order N°870) and Mortlake College Child Safe Policy, Mortlake College will make reasonable efforts to gather, verify and record the following information about the applicant whom proposes to engage to perform child-connected work
 - Working with Children Check status, or similar check;
 - Proof of personal identity and any professional or other qualifications;
 - The person's history of work involving children; and
 - References that address the person's suitability for the job and working with children
- Mortlake College will ensure that appropriate supervision or support arrangements are in place in relation to:
 - The induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child-connected work; and
 - Monitoring and assessing a job occupants continuing suitability for child-connected work.
- Mortlake College will implement practices that enable the school council to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.
- All leadership staff will undertake Merit Protection Boards training.
- A wide variety of staff will be used on selection panels.
- Vacancies may be via the Department of Education's usual processes.

- 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.
- Our 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.
- Mentoring and targeted professional learning will be a feature of our staff development program.

Evaluation:

This policy to be reviewed as part of the school's three-year review cycle or more frequently if required by changed circumstances.

This policy was last ratified by School Council on...

August 2016