

# Lowther Hall

ANGLICAN GRAMMAR SCHOOL

*All about the girl*

# Recruitment Policy

Date of last review:	2023 (09/02)
Review cycle:	3 yearly
Review and approval responsibility:	Executive
Category:	HR
VRQA required:	Yes
Locations:	O Drive, LowtherLink, Website



# RECRUITMENT POLICY

## 1. DEFINITIONS

## 2. CONTEXT

### 2.1 School Context

Lowther Hall Anglican Grammar School (the School) is a learning environment that is committed to educating the whole person for the whole of life. There is a genuine community of care where the Principal, Senior Management, teachers, administration and support staff are all invested in our girls becoming the best people they can be. Our teaching, administration and support staff are dedicated to their profession and truly understand the importance of their role. We are proud of the fact that everyone in the organisation is clear about who we are and what we stand for. We genuinely try to live by our values and to have everyone working together to realise our shared mission. The Recruitment Policy sits within this context and ensures exemplary recruitment standards are maintained throughout the School to maximise the achievement of the School's vision, mission and values.

#### 2.1.1 Mission Statement

Lowther Hall is an inclusive learning community, founded on Christian values, engaged in educating the whole person for the whole of life.

#### 2.1.2 Vision

Our Vision is that every girl will leave Lowther Hall with the knowledge, skills and personal qualities needed to make a positive and rewarding contribution to the world beyond school.

#### 2.1.3 Values Statement

We value:

- Learning for all members of our community and especially for young women.
- Respectful relationships which give rise to everyone having a voice.
- Living the school motto, *non nobis solum*, through a proactive demonstration of social responsibility.
- Inclusivity, diversity and acceptance of difference within our girls' school context.
- A physically, emotionally and socially safe environment which fosters health and wellbeing.
- Individuals working together for a common good.
- The pursuit of excellence through effort.
- A broad curriculum which promotes the recognition of diverse interests and strengths.
- Local, national and global engagement.
- Leadership that aligns with our school values and the development of such leadership in students and staff.
- A physical environment which is sustainable and has both aesthetic and functional value.
- An orientation towards the future which embraces our Anglican context, our traditions and our past.

#### 2.1.4 Motto

*Non Nobis Solum* [not for ourselves alone].

#### 2.1.5 Lowther Hall Employment Context

Teachers and School Assistants at Lowther Hall operate under the Enterprise Agreement which was negotiated for the commencement of 2020.

Administration and most support staff operate under the Educational Services (Schools) General Staff Award 2010. These documents set out further matters in relation to employment.

It is important that members of staff are familiar with the relevant documents and clear about their entitlements under them.

## **2.2 Employment Legislation**

This Policy sits within the State and Federal Legislative Framework pertaining to employment and within the Regulatory Framework that applies to Independent Schools in Australia. Lowther Hall is aware of, and complies with, the current Victorian and Commonwealth legislation which governs all aspects of employment in Australia and the Regulatory Framework that applies to the School. Our recruitment policy will be regularly reviewed and modified to ensure best practice in recruitment processes and compliance with relevant legislation and with relevant regulations.

## **2.3 Child Safety**

### **2.3.1 Child Safety Standards and Legislation**

This policy sits within the context of Child Safe Standards and is informed by Ministerial Order No. 870 "Child Safe Standards – Managing the risk of child abuse in Schools which was introduced in response to the Betrayal of Trust Inquiry. This Order, along with the amendments to the Crimes Act 1958 (Vic.) provide the specific actions that the School must take to meet Child Safe Standards. The Child

Safe Standards apply to child sexual abuse, physical abuse, serious emotional and psychological abuse and serious neglect of children. The seven standards are:

- Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements
- Standard 2: A child safe policy or statement of commitment to child safety
- Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children
- Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Standard 5: Processes for responding to and reporting suspected child abuse
- Standard 6: Strategies to identify and reduce or remove risks of child abuse
- Standard 7: Strategies to promote the participation and empowerment of children.

Lowther Hall Anglican Grammar School takes this matter very seriously: the physical, emotional and social safety of the girls is vitally important to everyone. Child safety, the empowerment of girls and student voice are highly valued and there is zero tolerance for child abuse. The School has policies and practices in place which support a commitment to child safety and fosters a culture which seeks to be proactive in creating a secure environment for the students. Lowther Hall Anglican Grammar School is committed to fulfilling its duty of care to all students and specifically students under the age of 16 in relation to the Crimes Act 1958 (Vic), which was amended in 2014 to include offences of: (i) failing to disclose a sexual offence<sup>1</sup>; (ii) grooming for sexual conduct<sup>2</sup>; and (iii) failing to protect a child from sexual offence.

All staff, School Council members, contractors and volunteers (including parents) of Lowther Hall are responsible for supporting the safety, empowerment, participation and well-being of children by:

- Complying with the School's Child Safe Standards and Mandatory Reporting Policy
- Complying with the School's policies relating to harassment, bullying and discrimination
- Following the School's risk management procedures
- Listening and responding to the views and concerns of students

- Fostering opportunities for student voice to be heard

### **2.3.2 Obligations of Staff**

All staff members will:

- Be aware of the School's Policy and related procedures.
- Report any reasonable belief of child sexual abuse to the police or fulfil their obligation as Mandatory Notifiers.
- Provide an educational environment that is supportive of all children's emotional and physical safety.

**2.3.3** This policy sits within the above contexts and addresses child safety through the staff recruitment, selection, induction and supervision processes.

## **2.4 Diversity and Anti-Discrimination**

Lowther Hall is committed to diversity in the workplace. We recognise the value and importance of diversity and are dedicated to creating and maintaining an inclusive culture that supports and celebrates diversity. When hiring, the recruiting staff are required and must deliver on this commitment to having a diverse workplace.

It is unlawful to discriminate against a person in employment on the basis of an attribute. Lowther Hall Anglican Grammar School expects employees to refrain from any discrimination against any person on the basis of an attribute protected in Australia. Great care is taken throughout the recruitment and selection process to eradicate the possibility of both direct and indirect discrimination. We ensure that recruitment selection is in accordance with our Equal Opportunity and Respectful Workplace Policy. Decisions are based only on the ability of a candidate and how effectively we believe they can achieve the required outcomes of an advertised job position.

## **3. SCOPE**

This policy applies to all future and current employees of Lowther Hall Anglican Grammar School. Section 5.6 also applies to all casual relief staff, volunteers, contractors who are engaged to perform child-connected work.

## **4. PURPOSE**

The purpose of this Policy is to outline the School's policies and procedures for recruitment of all staff.

## **5. RECRUITMENT**

### **5.1 Overview**

Recruitment is overseen by the Principal and the Director of Human Resources and Strategic Operations.

The steps in recruitment and the persons responsible for each step are outlined in Appendix 1.

### **5.2 Advertising**

Employment opportunities will be advertised in various ways at the direction of the Human Resource Manager and the Principal.

Advertising platforms may include:

- Lowther Hall website
- Seek
- LinkedIn
- ISV.

In some circumstances, a recruitment agency may be engaged to identify suitable applicants.

Vacancies will be advertised with a copy of the relevant position description available on the Lowther Hall website.

All applications will be acknowledged by the School, indicating that they will be contacted again if they are short listed for the position.

Short listing will occur after the closing date where a list of candidates who have been successful in securing an interview will be compiled.

### **5.3 Interview process**

Short listed candidates will be interviewed by at least two members of staff. In the case that a candidate is interstate or overseas or unable to attend Lowther Hall at the time of the application, an interview will be conducted via digital media (Zoom meeting or similar platform for example).

Interviews will be arranged and conducted in a manner which ensures the candidate has been assessed thoroughly and fairly and that they have an exhaustive understanding of the role and the School.

The interviewers must outline as part of the interview process:

- The requirement for the successful applicant to be registered by the Victorian Institute of Teaching (VIT) (Teachers only)
- The requirement for the successful applicant to have a satisfactory employment Working With Children Check (WWC).
- That should they be successful, the applicant would be required to:
  - support the ethos of the School.
  - abide by the School's Code of Conduct (Staff and Volunteers).
  - support the School's commitment to child safety and zero tolerance to child abuse.

Interview questions are generally organised by Human Resources with the help of the selection panel. Questions are arranged to assess the capability of a successful candidate to achieve the requirements of the role.

We may request classroom demonstrations for teaching positions. This ensures the quality of teaching that was discussed in the initial interview can be mirrored in the classroom.

Questions MUST include reference to the candidate's understanding of child safety

### **5.4 Selection Procedures**

#### **5.4.1 Observation of Teaching**

Candidates who are being considered for teaching roles will be observed teaching a class by Senior Leaders at Lowther Hall. During this class observation the candidates will be assessed for their suitability to work with children, teaching practice and pedagogy and skills. Extensive notes will be taken and securely stored.

#### **5.4.2 Skills checks**

Lowther Hall may require a candidate undertake an assessment of their skills in order to evaluate the candidates suitability for the advertised role. The skill checks may be performed in house or out sources to a relevant third party. Candidate will be informed of these requirements at the time of application.

#### **5.4.3 Other testing**

Lowther Hall may require candidate to undertake specific testing relevant to the advertised role. This may include but not be limited to: personality profiling, psychometric testing or other suitable tests.

## 5.5 Referee Checking

During the final selection process Lowther Hall staff must contact by phone or email at least two confidential referees who have recent knowledge of the applicant. In conversation with the confidential referee, the following areas/questions must be covered but are not limited to:

- The applicant being subject to any disciplinary proceedings relating to conduct deemed reportable by child protection legislation in Australia.
- Any concerns about the applicant's behaviour, relationships or attitude towards children.
- If the applicant has received any child protection training, or has had direct experience in dealing with child protection allegations against themselves or another staff member.

Communication with each referee must be documented including: date, time and key points taken from the conversation at minimum. This will be securely stored with the applicant's personal file along with their curriculum vitae.

## 5.6 Identity, WWC and Qualifications Checking

Before an applicant, volunteer, casual relief teacher or contractor engaged to perform child-related work can be employed, they must provide:

- Proof of identity (official photo ID on WWC, passport or driver's license).
- Proof of qualifications (if necessary).
- Eligibility to work in Australia (Australian citizen, Australian permanent resident, New Zealand citizens who entered Australia on a current New Zealand passport and were granted a visa with work entitlements on arrival or Non-Australian citizens holding a valid visa with work entitlements).
- Evidence that they have had a Working With Children Check within the last 12 months (or that they are a registered teacher with the Victorian Institute of Teaching).

Copies of these documents will be recorded and stored electronically in each staff member's personal HR file on the School network and managed in accordance with the School's Privacy Policy and Record Management Policy.

Evidence of the Working With Children Check (or VIT Registration) will be entered on the School's WWC/VIT register by the Director of HR or their delegate and retained on the School network. This register will include each employee's name, card number and expiry date.

## 6. APPOINTMENT

### 6.1 Letters of Appointment

Letters of appointment are prepared by the Director of Human Resources.

All contracts and letters of appointment are authorised and signed by the Principal.

Unsuccessful applicants will be respectfully notified by the school.

All letters of appointment will include a reference to a six month qualifying period which is stipulated in the National Employment Standards.

Many terms, conditions and details of employment are set out in the Employment Contract signed by the School and the individual staff member at the commencement of employment.

All staff are expected to have read and understood their Contract prior to accepting their position.

### 6.2 Documentation requirements of successful applicants

Successful applicants will receive a pack with the documents identified in Appendix 2.

The contract will need to be completed and returned to the Human Resources Administrator within 7 days of receipt or prior to employment commencing.

## **7. INDUCTION**

All new employees will be allocated a mentor to assist them to settle into the School.

They will participate in an induction program which will introduce them to the culture and expectations of working at Lowther Hall.

An overview of the content to be covered in the Induction Program is included in Appendix 3.

The induction period concludes at the end of the 6 month probation period when the new staff member will meet with the Principal and receive a letter from the Principal confirming their employment.

## **8. CONFIDENTIALITY AND PRIVACY**

The Privacy Policy and associated procedures provide guidance for the handling of personal information acquired throughout the recruitment process.

For all applicants, interview and referee documents are stored securely. Information obtained from the applicant is strictly confidential and will not be shared with parties who are not involved in the recruitment or hiring process.

During referee checking, privacy of all parties is maintained. Permission from applicants will be sought before referees are contacted.

Any personal information held in relation to an unsuccessful job application will be destroyed by the School unless an applicant consents to it being held for future positions that may arise.

## **9. COMMUNICATION OF THE POLICY AND PROCEDURES**

The School will communicate the Recruitment Policy to:

- Those involved in the Recruitment Process at the start of each process.
- All staff every 3 years through an update process.

The Policy is available to applicants via the School's website.

## **10. RELATED POLICIES AND DOCUMENTS**

- Acceptable Use of Information Technology Policy.
- Complaints Resolution Policy.
- Equal Opportunity and Respectful Workplace Policy.
- Child Safe Standards and Mandatory Reporting Policy.

## RECRUITMENT STEPS

Step	Responsible person/s	Sign off and approval
Advertising	Director of HR	Principal
Job brief/description	Director of HR	Principal & line manager
Sorting applications	HR Assistant	Director of HR
Deciding interview panel	Principal and appropriate Head of School	Principal
Reading applications and shortlisting	Head of School or line manager for position & Principal	Principal
Liaising with candidates	HR Assistant	Director of HR
Setting up interviews	HR Assistant with PA's to Heads of School	Director of HR
Preparing interview questions	Members of interview panel & HR Assistant	Head of School/ Director of HR
Selecting times for observations if needed	Heads of School (Teaching staff/support staff) Director of HR (Administration staff)	Head of School/ Director of HR
Setting up observations	HR Assistant with PA's to Heads of School	Head of School
Liaising with candidate re content of lesson to be taught, materials, etc.	Head of School or their delegate	Head of School
Referee checks	Members of interview panel	Director of HR
Setting up final interview with the Principal	HR Assistant with PA to Principal	Principal
Providing all paperwork for final interview	HR Assistant	Director of HR
Preparation of contract	HR Assistant	Director of HR
Signing of contract and letter of offer	Principal	Principal
Following up return of contract from candidate	HR Assistant	Director of HR
Double check VIT and WWCC	HR Assistant	Director of HR
Appointment of mentor	Heads of School (Teaching staff/support staff) Director of HR (Administration staff)	Principal
Induction	Director of HR	Principal



## EMPLOYMENT PACK CHECKLIST

STAFF NAME \_\_\_\_\_

### WHAT YOU WILL RECEIVE IN THIS EMPLOYMENT PACK

- Letter from the Principal
- Employment Contract
- Employment Information Sheet
- Superannuation Choice Form
- Tax File Declaration Form
- Criminal Record Check information sheet
- Fitness For Employment Declaration
- Employee Assistance Program Card
- Fair Work Information Statement
- Lowther Hall Code of Conduct
- Working at Lowther Hall information booklet

### WHAT YOU NEED TO DO

You will need to complete and return the following documents to the Human Resources Administrator within 7 days:

- Signed Employment Contract
- Employment Information Sheet
- Superannuation Choice Form
- Tax File Declaration Form
- Fitness For Employment Declaration
- Signed Code of Conduct
- Upload Identity documents for the Criminal Record Check (using the guide provided)
- Photo identification
- WWCC (not applicable if you have a VIT card)
- Copy of Passport (if not an Australian citizen)
- A certified copy of Qualifications/academic transcript
- Current First Aid + Anaphylaxis accreditation
- Colour copy of VIT card (only applicable to teaching staff, in addition, you must show your VIT card to the HR Administrator who will sign that it has been sighted)

## INDUCTION OVERVIEW

Focus area	Persons responsible
Tour of the School	Director of HR/Chaplain??
Principal's welcome	Principal
General HR matters	Director of HR
Emergency procedures & Emergency Management Policies	Director of HR
Child safe standards and Mandatory Reporting	Principal
OH&S matters & Code of conduct	Principal & Director of HR
Introduction to IT systems	Director of IT
Introduction to school calendar	Head of School or Events Coordinator
Familiarisation with processes and procedures in specific area of the School	Head of School (teaching and support staff) Relevant member of Principal's Advisory Committee
Budgeting processes	Accountant
Library services	Collisson Centre Staff
First Aid, Anaphylaxis and other medical policies and procedures	School nurse
Risk Management overview & procedures	Head of School or Director of HR
Student related policies	Head of School
Privacy overview	Director of Marketing, Communications & Community Engagement
Record Management Procedures	Business Manager

**1. WHOLE SCHOOL INDUCTION**

- Unit 1 New Staff Culture and Values
- Unit 2 Administration and Essential Information
- Unit 3 Workplace Safety and Staff Wellbeing
- Unit 4 Child Safety
- Unit 5 First Aid & Medical Procedures
- Unit 6 Lowther Hall Teaching & Learning
- Unit 7 Acceptable Use of ICT

**2. BLINKBONNIE HOUSE****3. RAYMOND HOUSE****4. SENIOR SCHOOL****5. ADMINISTRATION & SUPPORT STAFF****6. COACHES****7. INSTRUMENTAL MUSIC STAFF**