



EMPLOYMENT POLICY

Please note: Current circumstances regarding COVID-19 have impacted working environments in schools, which includes processes for recruitment and selection. The [Recruitment in Schools Guide](#) and the [Principal Selection Guidelines](#) continue to be the key references for recruitment policy and procedures, and must still be complied with however the following additional information can assist during these times.

Given the current situation regarding COVID-19, it is integral that selection panels demonstrate care of the applicants in the selection process. Consistent with existing recruitment policy the diversity of applicants' backgrounds and capabilities should be viewed as an attribute and should in no way diminish the assessment of the applicant's suitability for the position and the selection process must be undertaken in an inclusive manner. For example, if an applicant prefers a phone interview and other applicants prefer a video interview, this is fine.

Policy & Guidance

- The quality of the workforce is the major factor driving improvement in schools. The Department supports a culture of leadership, learning and renewal in all workplaces with opportunities for career development and advancement. Excellent service provision can only happen when the right people are attracted, recruited, and supported to do their jobs as effectively as possible.
- In this context schools are able to build progressively, or maintain, a staff team that can provide the best possible teaching and learning in the school. Schools have the capacity to select the best available employees to meet the educational needs of students and to maximise ongoing employment opportunities in Victorian government schools. Local selection arrangements provide the most effective way of matching the talents and career aspirations of employees with the specific needs of individual schools.
- Principals have the delegated authority and responsibility within the context of a legislative framework to manage the recruitment of employees as vacancies arise. In exercising this authority and responsibility Principals are reminded of the consultative requirements under the Victorian Government Schools Agreement 2017 in relation to matters involving the long-term planning and operation of the school.
- The Department has the responsibility to protect and provide for the welfare and safety of students and staff and to maintain the security of resources and assets by requiring and maintaining high standards of professional behaviour and conduct from employees. In order to meet its responsibilities, the Department must be satisfied that only those who meet the highest standards of integrity and suitability are employed. In addition, the Principal must be satisfied that the prospective employee is suitable for child-connected work.
- While Principals may exercise a significant degree of discretion in implementing many of DET's policies and procedures, a number of mandatory requirements are also prescribed. Legislation, orders made under that legislation, and industrial instruments must be observed.
- The *Recruitment in Schools Guide* 24 October 2019 brings together the key aspects of recruitment policy and other Human Resources policies to assist the school in the recruitment, transfer and promotion of staff to meet both the short and long-term needs,

and the professional learning needs and career aspirations of staff. These policy and procedures outlined apply to all Teaching Service positions other than principal positions.

- The *Guide*, which is available on the website below, provides comprehensive policy and information concerning recruitment in schools including the following:
 - Preferred staffing profile
 - Vacancy management
 - Advertising vacancies
 - Staff with priority status
 - Selection
 - Qualifications
 - Employment, promotion or transfer
 - Review/grievance
- The school recognises the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce.

Purpose

- To create a contemporary workplace and to build a culture of leadership, learning and renewal.
- To ensure, through school recruitment processes the best available applicants are attracted, recruited, and supported to do their jobs as effectively as possible.
- To ensure Footscray North Primary School complies with DET Human Resources Workforce Management policy and guidelines.
- To ensure the school creates a child safe culture consistent with Child Safe Standard 2 (Child Safe Policy) and Standard 4 (Screening, Supervision, Training and Other Human Resource Practices That Reduce the Risk of Child Abuse by new & Existing Personnel).

Definition

Child-connected work means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Implementation

- The safety and wellbeing of children is a high priority for this school.
- The school will ensure that its recruitment, induction and ongoing professional learning practices are rigorous in line with the Child Safe Standard 4.

Recruitment - Screening

In regard to Recruitment, to comply with DET policy, the school will:

- ensure that position descriptions for all new positions advertised from 1 August 2016 include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide October 2019
- implement practices to ensure that the Principal is satisfied an external applicant is suitable for child-connected work prior to the person commencing employment
- ensure that current letters of offer available on HRWeb are used
- identify the actions the school proposes to take to promote and embed the school's Child Safety Code of Conduct

Requirement 1:

Each job or category of jobs for school staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant.

The school will:

- ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide October 2019

Please note that the Principal Class Contract of Employment has been updated to include reference to the Child Safe Standards, and all contracts offered on or after 1 August 2016 include the revised wording.

Requirement 2:

All applicants for jobs that involve child connected work for the school must be informed about the school's child safety practices (including the Code of Conduct).

Actions as above apply

Requirement 3:

In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record information about a person whom it proposes to engage to perform child connected work.

The school will:

- implement practices to ensure that they are satisfied an external applicant is suitable for child connected work prior to the person's employment
- ensure the casual relief and School Council pre-employment requirements are understood and checked
- ensure that current letters of offer are used (see Forms-Teaching Service page on HRWeb)

Requirement 4:

The school need not comply with the requirements in Step (3) above if it has already made reasonable efforts to gather, verify and record the information about a particular individual within the previous 12 months.

Requirement 5:

The school will ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work.

Requirement 6:

The school will implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

- The school will ensure that a number of mandatory requirements outlined in legislation, orders made under that legislation, and industrial instruments will be cross referenced where relevant.
- The school will develop selection criteria and advertisements which clearly demonstrate a strong commitment to child safety and an awareness of our social and legislative responsibilities.
- The school will actively encourage applications from Aboriginal people, people from culturally and/or linguistically diverse backgrounds and people with a disability.
- All staff must hold or apply for a Working with Children Check and to provide evidence of this Check. The Principal may request a criminal records check.
- The school will meet the consultative requirements under both the Victorian Government Schools Agreement 2017 in relation to matters involving the long-term planning and operation of the school including the development of workforce plans and the composition of selection panels.
- Unless otherwise agreed between the Principal and a teacher, a teacher will be in attendance for a minimum of seven hours daily commencing no less than ten minutes before the morning pupil instructional session.
- Unless otherwise agreed through the consultative arrangements, a schedule of meetings will be drawn up for the school year, using the consultative arrangements, which may require teachers to attend meetings of up to two hours per week in addition to the minimum of seven hours daily attendance, provided that where the meeting is a staff meeting it will be held adjacent to the normal school day and normally will be no longer than one hour.
- When scheduling meetings and other duties, the Principal will be cognisant of the workload implications.
- A teacher may be required to carry out other duties for up to one hour in addition to the attendance requirements set out above subject to prior consultation and mutual agreement as to the time, date and type of duties to be undertaken.

- Within the daily hours of attendance, a teacher is entitled to a paid lunch period of not less than thirty minutes free from assigned duties.
- Subject to reasonable business needs, employees might be able to work remotely, change their hours, use leave, and change the days they work or use other options that work for both the employee and school. The success of flexible work arrangements requires 'give and take' and a shared responsibility between the school and employee to make the arrangements work.
- The decision to implement a flexible work arrangement must be agreed between the Principal and the employee with the chosen arrangement being mutually acceptable.
- The school will support the induction of new teachers by being explicit about the values and expectations that inform and reflect the behaviours and practices of staff within this school.
- Please refer to the *Working with Children (Suitability) Checks – Staff Policy*, the *Staff Code of Conduct Policy*, the *Victorian Government Schools Agreement 2017* and the Child Safe Standards.

Evaluation

- This policy will be reviewed as part of the schools three-yearly review cycle or if guidelines change (latest DET update mid-July 2020).

An operational policy; mandatory for VRQA purposes

References:

<https://www2.education.vic.gov.au/pal/workforce-planning-school/overview>
<https://www2.education.vic.gov.au/pal/recruitment-schools/overview>
<https://www2.education.vic.gov.au/pal/suitability-employment-checks/overview>
<https://www2.education.vic.gov.au/pal/attendance-and-working-hours-teaching-service/overview>
<https://www2.education.vic.gov.au/pal/flexible-work/overview>
and

Suitability for Employment Policy (Manual) May 2019
 Recruitment in Schools Guide 24 October 2019