

# Yarra Ranges SDS

# Recruitment Policy

## Purpose

The Recruitment and Selection Policy has been developed to ensure that Yarra Ranges Special Developmental School attracts the most suitable and finest staff for vacant positions. The school is committed to the ongoing safety of all the students and adheres to all guidelines relating to Child Safety.

## Responsibilities

The Principal is responsible for ensuring that this policy and procedure is implemented.

This policy covers all positions within the school which involve paid employment.

## Policy

- Yarra Ranges Special Developmental School is committed to providing high quality educational programs and services to our school community.
- For this purpose Yarra Ranges Special Developmental School values the importance of employing the most suitable applicant for the job at all times.
- All potential applicants are assessed according to their capabilities, qualifications, knowledge, experience and skills.
- We follow Equal Opportunity guidelines for all external and internal positions and select the best applicant on the basis of merit.
- All recruitment and selection processes and decisions will reflect our commitment to providing equal opportunity
- Equal opportunity and the Anti Discrimination Act legislation guides the decision process. Yarra Ranges SDS uses DET recruitment online for all vacant positions.

## Selection Committee

- The selection committee will have a minimum of 2 members reviewing all applications and interviewing applicants.
- The committee will be led by the Selection Panel Chair and will be comprised of other appropriate staff members.
- In some cases the committee will include external or non- staff members.
- At least one member of the panel must be Merit and Equity trained

## Screening applicants

- All resumes will be reviewed against the selection criteria and position description.
- Applicants who are deemed to be most suitable will be selected for an interview.
- Teaching applicants must have gained and hold current registration or permission to teach as appropriate with the Victorian Institute of Teaching (VIT).

- A valid, current Working With Children Check card is a mandatory requirement for employment as an education support class employee.

### **Position Descriptions**

Positions advertised will include the following standard clause: “Victorian government school are child safe environments. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school’s Child Safety Code of Conduct is available on the school’s website

### **Interview process**

- The selection panel chair and members will conduct interviews for candidates who have been short listed. The selection panel chair will ensure that the correct documentation is completed and the interview is consistent with selection criteria and any relevant legislation.
- All interviews will include questions relating to safeguarding children.
- All candidates will be requested to bring a current Working with Children Check or a current VIT Teacher Registration card.
- Candidates must have and be eligible for, a working with children check, or VIT teacher registration

### **Reference checking**

- At least two professional references must be provided.
- Applicants must expect that the most recent school/employer will be contacted for a reference.
- Applicants can explain any exceptional circumstances relating to this to the selection panel chair. Should the applicant not agree to this measure they will not be deemed an eligible candidate for the position.
- All reference checks will include Safeguarding Children and Young People related questions
- Dates of employment with the previous school /employer will be reviewed with the applicant’s resume.

### **Unsuccessful applicants**

Once the selection panel have appointed a successful candidate, the selection panel chair will notify any unsuccessful candidates.

All records for unsuccessful candidates are kept confidential and are maintained for the appropriate length of time.

<b>Date Implemented</b>	September 2016
<b>Author</b>	Matt Shakespeare
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	
<b>Responsible for Review</b>	Assistant Principal
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