



## POLICY AND GUIDELINES: EMPLOYMENT PROCESSES

### RATIONALE

One of the most important roles of any employer is to exercise sound judgement and ensure that the right people are appointed to employment vacancies. This is more than ever the case for a Principal, since the welfare and learning of young people are entrusted to the care of those employed in the school. Processes must be such that the likelihood of a poor appointment is minimal. These guidelines attempt to ensure that appropriate appointments are always made at Loreto Normanhurst.

### PROCEDURES

When a member of staff gives notice of their intention to resign or retire the following steps are observed:

- The employee's role is reviewed to ascertain whether it is necessary to maintain that role at all, whether the role needs to be amalgamated with another or changed. This review will be carried out at Leadership Team level, with appropriate consultation with others where necessary.
- Assuming that there is a need to employ a person, a role description is developed/reviewed and an advertisement prepared.
- Positions are advertised in national and/or local media, on the school's website and other online recruitment sites. For some positions, the services of a recruitment agency are retained.
- All candidates are required to complete the school's employment application form, which includes a section relating to Child Protection issues, as part of the application process.
- An interview panel is formed and interview times set aside. The panel will consist of a minimum of two people as follows:

<b><i>Permanent teaching positions</i></b>	Principal and relevant Head of Department
<b><i>Temporary teaching positions</i></b>	Deputy Principal/Director of Learning and the relevant Head of Department
<b><i>Boarding staff positions</i></b>	Principal and the Director of Boarding
<b><i>Support staff</i></b>	Principal and Director/Head of Department
<b><i>Grounds and Maintenance staff</i></b>	Principal and Facilities Manager
<b><i>Head of Department/Coordinator</i></b>	Principal and relevant Director
<b><i>Director</i></b>	Principal, Member of the School Council and Director in an equivalent position from another school, Deputy Principal
<b><i>Director of Business Operations</i></b>	Principal, Chair of the Finance Committee and Chair of Council
<b><i>Deputy Principal</i></b>	Principal, Chair of the School Council, member of the IBVM, principal of another school

*\* Depending upon the circumstances, on some occasions the Principal may nominate a delegate to fill her role on the panel.*

- The Principal reviews all candidate applications and then develops a short list for interview in consultation with the other panel members.

- Interviews are conducted. All short-listed candidates, for any position within the school, are informed about the history and the values of the school and given to understand that the role they are applying for will impact on the education and well-being of the students. If no candidate is considered satisfactory the position is usually re-advertised.
- Selection is made on merit. The school is committed to EEO and pay equity at the point of selection as well as through the industrial instruments it uses.
- In selecting for teaching positions the Principal looks for the following qualities:
  - a love of young people
  - passion for and strength in one's discipline e.g. English, History
  - strong pedagogical skills
  - knowledge of learning theory and the ability to articulate a personal
  - educational philosophy
  - a pleasant disposition which will make for effective relationships
  - competence with ICT and commitment to using it as a support for learning
  - a demonstrated personal faith commitment
- Three referees for the preferred candidate are then contacted and notes recorded on a standard proforma, which includes asking the referee specifically whether there are any Child Protection concerns pertaining to the candidate. Completed referee forms are then attached to the candidate's papers for filing.
- Assuming that the referees strongly support the candidate, the Principal or her delegate will phone the candidate, ask or answer any further questions, and offer the position.
- If accepted, Human Resources will draw up a letter of appointment which is signed in duplicate by the Principal and then sent to the candidate for signing.
- Each new employee meets with Human Resources prior to the commencement of their employment so that s/he can conduct a 100 point check and begin the induction process.
- Each new employee must obtain a Working With Children Check, with the individual being responsible for any costs involved in this process. All positions are offered and accepted on condition that these checks return satisfactory results.
- The new employee begins and is part of the school's induction program. If the person is new to this role, not just new to the school, s/he will be provided with a mentor as well. The induction program is carried out by the employee's manager with guidance and support from Human Resources.
- Some positions of employment at Loreto Normanhurst are only offered internally. These include appointment to Loreto 5, some short-term Acting positions etc. When an appointment is advertised internally, the above procedure regarding interview and appointment is still followed.
- When a staff member leaves the school they are asked to complete an exit survey and have an exit interview with Human Resources.

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