



STAFF RECRUITMENT POLICY

Previous Review Dates:	2005, 2011, 2016
Next Review:	2019
Responsibility of:	Head of Human Resources
In Consultation with:	Principal
Ratification:	Operations Committee
Legal Check:	April, 2016

STAFF RECRUITMENT POLICY

1. Introduction

Overnewton Anglican Community College ('the College') seeks to recruit staff of high calibre through a fair process with selection based on qualifications, skills, relevant experience and capabilities.

2. Purpose

The Staff Recruitment Policy has been established to ensure that the College has the opportunity to attract the best available staff for all vacant positions.

3. Scope

This policy relates to employment of all staff (teachers and education support staff) other than the Principal and the Business Manager.

4. Policy

The Principal has responsibility for staffing at the College. Elements of the staffing process are delegated to the Head of Human Resources, Heads of Campus, and other senior staff as deemed appropriate.

The College is committed to providing a child-safe environment and high quality programs and services to our students, parents and community. To support the achievement of these objectives we recognise the importance of employing the most suitable applicant for all vacant positions.

The College aims to attract the best possible staff by advertising (internally and externally as deemed appropriate) vacant positions. Subject to any legal requirements, the College will advertise vacant positions of responsibility internally to encourage career advancement and increase participation; positions of responsibility will also be advertised externally as deemed appropriate.

The College is committed to providing a work environment that is free from harassment and discrimination. Recruitment and selection procedures and decisions will reflect the College's commitment to providing equal opportunity by assessing all potential candidates according to their qualifications, skills, relevant experience and capabilities. This is in accordance with the College's *Staff And Volunteers Equal Opportunity And Respectful Workplace Policy*.

Under its *Privacy Policy*, the College is committed to complying with the Australian Privacy Principles (AAPs) set out in the *Privacy Act 1998* (Cth). The College has adopted internal policies and procedures to try to ensure that personal information that we collect, store, use and disclose is managed in accordance with the APPs.

All employees engaged in a teaching capacity must be registered with the Victorian Institute of Teaching with full or provisional registration status.

All other employees engaged to work at the College must hold a current Working with Children (Employee) Card.

The College reserves the right to require employees and prospective employees to undergo a Criminal Record Check.

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