



Employment

Rationale

- Essendon Keilor College recognises that the quality of the workforce is the major factor driving quality in schools and early childhood services.
- The school takes all reasonable steps to employ skilled people to work with children.
- The conditions of employment for Teaching Service employees are set out in Part 2.4 of the *Education and Training Reform Act 2006*, Regulations and Ministerial Order 199 made under that Act and the Victorian Government Schools Agreement July 2013.
- Employees in the principal class, teacher class and paraprofessional class are employed pursuant to the *Education and Training Reform Act 2006* and are required to have valid and current registration with the [Victorian Institute of Teaching](#) as a condition of employment.
- Education support class employees must demonstrate their suitability for employment by providing evidence of a WWC Check and Assessment Notice.
- The Principal has the delegated authority and responsibility within the context of a legislative framework to manage the recruitment of staff as vacancies arise.
- The *Recruitment in Schools Guide* June 2017 brings together the key aspects of recruitment policy and other Human Resources policies to assist the College 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 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 College 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 College recruitment processes the best available applicants are attracted, recruited, and supported to do their jobs as effectively as possible.
- To ensure Essendon Keilor College complies with DET Human Resources Workforce Management policy and guidelines.
- To ensure the College creates a child safe culture consistent with Child Safe Standard 2 (Child Safe Policy) and Standard 4.

Implementation

- The safety and wellbeing of every young person at the College is our highest priority.

- The College will ensure that its recruitment, induction and ongoing professional learning practices are rigorous in line with the Child Safe Standard 4.
- The College 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 College 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 College will actively encourage applications from Aboriginal peoples, 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 College will meet the consultative requirements under both the Victorian Government Schools Agreement July 2013 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.
- An employee may request a flexible work arrangement to assist them to balance their work and life/family commitments. Requests will be assessed by the Principal on a case-by-case basis taking into account legislative requirements and the needs of both the employee and the workplace.
- The College 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 their school.
- The College will keep a register of teachers containing each teacher's name, their Victorian Institute of Teaching (VIT) registration number, the VIT category of registration (provisional registration, full registration, permission to teach) and the expiry and renewal date of the teacher's registration. Teachers will be required to present a copy of their VIT Registration card annually upon renewal. This copy will be kept in the teacher's file.
- Compliance with *Working with Children Act 2005*
 - In accordance with the *Working with Children Act 2005*, all non-teaching staff are required to have a current Working with Children Check.
 - The college will keep a register of the Working with Children Check for all non-teaching staff.
 - The College HR Manager will be responsible for maintaining both registers and will report to the College Principal.
- Before any staff member is employed the Principal will ensure that Child Safe Standards employment protocols are adhered to.
- Please refer to the *Child Safe Policy* and the *Working with Children Checks – Staff Policy*

Evaluation

This policy will be reviewed annually or if guidelines change (latest DET update early June 2017).

References:

www.education.vic.gov.au/school/principals/spag/hr/pages/hr.aspx
www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx
www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx
www.education.vic.gov.au/hrweb/employcond/Pages/conduct.aspx
www.education.vic.gov.au/hrweb/employcond/Pages/legislat.aspx

and

[Suitability for Employment Policy \(Manual\) 30 May 2017](#)

[Recruitment in Schools Guide 01 June 2017](#)