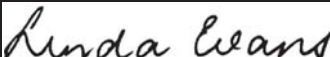


## RECRUITMENT POLICY

	Fairholme College Toowoomba ABN 16 917 099 053 CRICOS Provider Code 00651J		
<b>Purpose</b>	The purpose of this policy is to provide clear and equitable process for recruitment at Fairholme College.		
<b>Scope</b>	Applies to all applicants, staff and volunteers at Fairholme College		
<b>References</b>	Working with Children (Risk Management Screening) Act 2000 Staff Code of Conduct Blue Card Register Complaints and Dispute Resolution Policy Child Protection Policy Child Protection Management Strategy		
<b>Policy Type</b>	Public		
<b>Policy Location</b>	College Website		
<b>Version</b>	4.0		
<b>Supersedes</b>	All previous versions of this policy		
<b>Policy Owner</b>	Leadership Team		
<b>Review Date</b>	28 March 2017	<b>Next Review Date</b>	28 March 2018
<b>Authorised By</b>	Principal		Linda Evans

**AIM**

This policy aims to position Fairholme as a highly professional organisation through attracting, supporting and growing high calibre staff committed to the College’s vision and values.

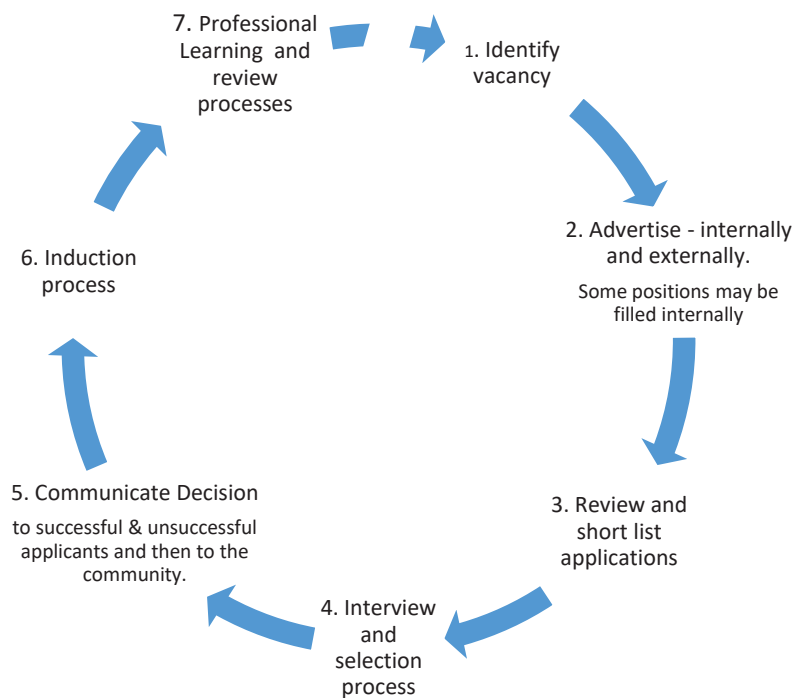
**Vision**

Fairholme – a nurturing Christian School, is committed to developing a vibrant learning community; challenging and enabling students to become confident and respectful contributors within our global society.

**Values**

Christ-centred faith, collaboration, enjoyment, respect, seeking excellence

**RECRUITMENT PROCESS**



**Figure 1**

**IDENTIFICATION OF A VACANCY**

All intentions to fill vacancies need to be ratified by the Principal, Business Manager or their delegate. Further to this, allocation of staffing occurs as part of the annual budget process – any variation to this allocation needs to be approved through the Principal and Business Manager, or their delegates.

**Advertisement Process**

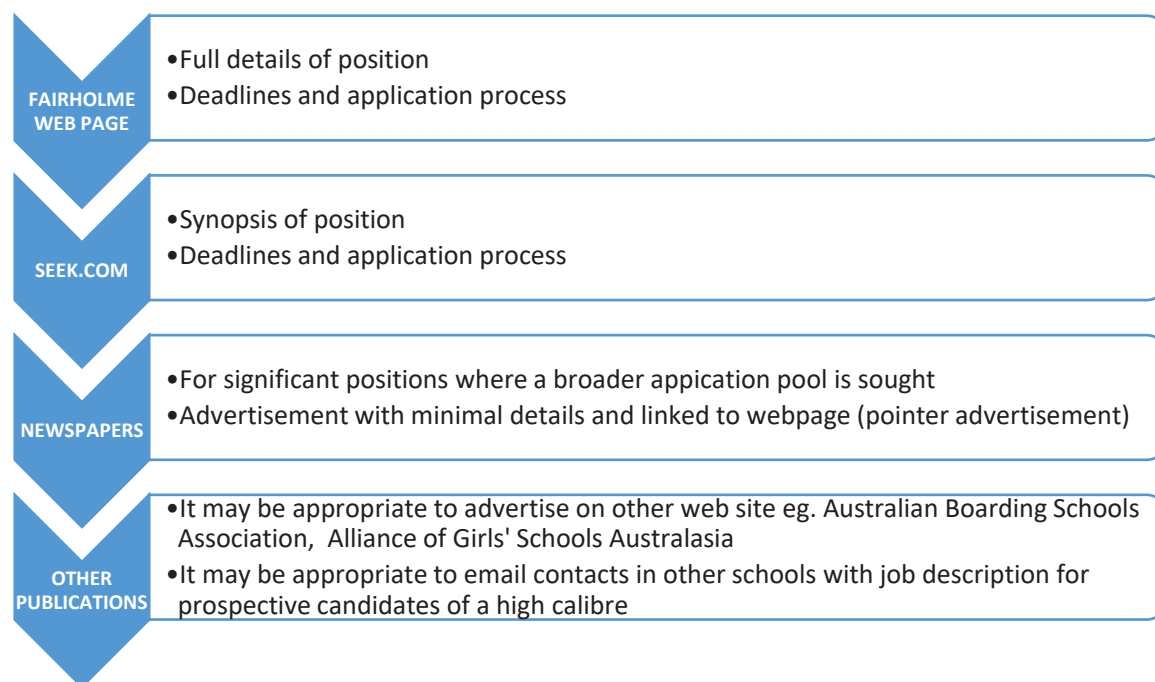
Generally, all vacancies will be advertised externally and where appropriate, internally. The decision to internalise or externalise an appointment needs to be ratified by the Principal, Business Manager or delegate.

For **external appointments** the method outlined below applies unless a recruitment agency has been employed to oversee the process, or part of the process therewith.

- **The College Web Page** is the main area for advertising vacancies – here all details of the position as well as relevant details about the school, will be uploaded. Any other method of advertisement will link directly to the College web page where comprehensive information will be held.
- **Seek.com** is the preferred medium for advertisements although it is acknowledged that newspapers, other websites, or direct contact with peak organisations may be preferred in some cases.
- **The use of print media** is of declining interest. The cost does not usually justify the outcome. Nonetheless, it may be deemed in some circumstances that a print advertisement will reach a wider catchment – where this is important, then this method will be utilised.
- On occasion, recruitment may be outsourced to a **private agency**, particularly in the case of significant leadership positions.

Regardless of the methods employed for advertising vacancies, it will be made clear that the College is committed to safe and supportive work practices, identifying that candidates will be subject to a teacher registration check and/or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to their eligibility to engage in activities involving young people.

Where appropriate, advertisements can be placed on webpages that have links with the College eg. Australian Boarding Schools Association, Alliance of Girls Schools etc.



For **Internal appointments**, unless there are exceptional circumstances, the process for seeking an internal appointment will involve advertisement via internal email.

It must be noted that employees are often interested in movement to new positions – promotional and other, and must be given the opportunity to express interest in available positions where suitably qualified.

### REVIEW AND SHORT-LISTING PROCESS

Fairholme College seeks to select and appoint the most suitable and available applicant for the position. The review or short-listing process will be led by the chairperson of the interviewing panel. For academic appointments this will be the Principal or Principal's delegate. For non-academic appointments this will be the Business Manager or Business Manager's delegate. Boarding appointments will be chaired by the Head of Boarding or their delegate. The selection panel will assess the level of competitiveness against the job requirements and will also draw from the written application, referee reports or other available and relevant information. Formalised referee checks are to occur after interview. Pre-interview telephone conversations may be used to short list candidates.

As a College of the Presbyterian Church of Queensland it is preferred but not mandatory that candidates who are communicant members of the Presbyterian Church will be interviewed. The College seeks strong alignment with Christian values that underpin the College's practices.

Wherever possible, it is preferred that a minimum of three applicants will be interviewed – this allows for a point of comparison and acknowledges that the application itself does not always indicate the suitability of an applicant for a particular role.

Where no suitable applicant is identified through this process, then re-advertising, possibly via different media, is required. The urgency will be dependent upon the need to fill the position. All applicants must be notified that the position will be re-advertised and they may be invited to reapply at that point. In such situations it is appropriate process to decide upon a workable contingency plan with existing or available staff, rather than hasten with an appointment not entirely suitable for the Fairholme or job context. A recruitment firm may be approached to assist with the identification of a suitable candidate.

### INTERVIEW AND SELECTION PROCESS

A panel with a minimum of two staff will conduct all interviews. It is preferred that for permanent appointments, a minimum of three panellists will conduct interviews. **\*An interview panel should never include an outgoing employee (ie. you cannot select your own replacement).**

Questions will be circulated to panellists, by the panel chairperson, prior to the interview taking place. A record of these questions will be kept on file along with other materials. Candidates will NOT receive questions prior to interview.

Following each interview, the panel chair will lead a discussion regarding the merit of the applicant for the position vacancy. Subsequent to the interview, general notes will be recorded and filed.

Beyond the fundamental aspects of an applicant's qualifications and ability to undertake a particular role, further professional suitability will be determined thus:

- Determine that each non-teaching staff member and volunteer [including members of the College Board] who has contact with children has a current positive suitability notice issued by Blue Card Services. The *Working with Children Risk Management Screening Act 2000* currently exempts volunteers who are parents of student enrolled at the school from the requirement to hold a Blue Card.

In cases where volunteer work is, or could be, beyond the direct supervision of a teacher, a Blue Card may be required (eg. school camps and excursions).

- Ensure that each teaching staff member is currently a registered teacher with the Queensland College of Teachers (QCT).

Best practice also indicates that registered teachers ideally hold a Blue Card or Blue Card Exemption notification.

At the end of the process, when an applicant has been selected, the following will occur:

1. Thorough referee checks – notes taken and filed for further record. It is always recommended that the current employer be contacted. If they have not been listed then it is a question that needs to be asked at interview.
2. Panel chair to summarise general agreement statements for filing
3. Copy of advertisement, job description as advertised on the College Web page and application to be placed on file.
4. Should applicant accept offer verbally (after referee checks) then they will be invited to complete appropriate paperwork.
5. When paperwork has been completed, the announcement can be made.
6. It is appropriate to contact the Principal of a school in which the candidate is employed – prior to announcement.

The panel chair and Principal or delegate is entitled to make the final decision regarding any appointment. The recruitment checklist – see Appendix, is to be initiated after interview, for the successful candidate. This checklist concludes with the induction phase. It is to be attached to the personnel file.

### **Communication of Decision**

Successful candidates will be contacted via telephone, by the chairperson of the panel, to discuss the offer of employment.

When all paperwork has been signed by the successful candidate, unsuccessful candidates will be sent a letter or e-mail to notify them of the outcome of the recruitment process. It may be appropriate or preferred with a small group, to undertake this process via telephone, or, in the case of internal candidates, in person.

Wherever possible, contact with successful and unsuccessful candidates should occur quickly within a short time period e.g. a working week. Unless discussed otherwise, all applications will be destroyed within a fortnight of the appointment announcement.

Publication of an appointment will take place after (and not before) all associated paperwork has been completed.

### **SUCCESSION PLANNING – LEADERSHIP TEAM**

The College incorporates an appropriate strategic approach to succession through:

- a. Discussions at annual performance review meetings – this allows for identification of progression aspiration as well as intended retirement timeframes or possible job changes.
- b. Offering opportunities for staff to act in higher roles in order to develop capacity and gain insight into the way in which other jobs are structured.
- c. Seeking professional learning opportunities to support the development of its aspirational leaders.
- d. Keeping the Board of Directors informed about performance capabilities and aspirations of leadership team members as well as signposting any imminent retirement or possible job changes.
- e. Ensuring Board of Directors' knowledge of leadership team performance is strengthened through regular presentations to the Board by leadership team members as well as the collaborative involvement of the Chair, Deputy Chair and Principal as part of the leadership team's annual review process.