

Healesville High School

Recruitment Policy



Purpose

Healesville High School is committed to recruiting staff who will support the school's core values of respect, responsibility, teamwork and relationships, along with a primary focus on the safety and wellbeing of our students. Successful recruitment will ensure the school can provide the best possible teaching and learning practices.

HHS workforce plan

A preferred staffing profile is determined by taking into account the school strategic plan, legislative requirements, state-wide curriculum or other guidelines and funding available in the Student Resource Package.

Staffing decisions will be based on HHS's preferred staffing profile which will be fully funded within the Student Resource Package and will outline the following requirements;

- Leadership profile
- Mix of full and part-time positions (considerations include: needs of employees and students)
- Mix of ongoing and fixed term employment
- Mix of teaching and non-teaching staff.

In addition to the preferred staffing profile consideration will be given to the following when deciding the type of vacancy to be advertised;

- Projected student enrolments
- The duties, classification, range and time fraction of the position
- The expected duration of the position.

Principals are able to consider the assignment of special payments and time allowances as required so long as the payment is able to be funded by the Student Resource Package.

Advertising Positions

Teaching vacancies of longer than six weeks must be advertised (exceptions may occur¹) using Recruitment Online. The advertisement should include;

- An overview of the position required, including duties, classification, time fraction and duration of the position.
- Appropriate 'Selection Criteria' requirements (ie. Assistant Principal, Leading Teacher, Classroom Teacher or Education Support Class). This should specify the relevant skills, personal qualities and abilities required
- A message about the school's commitment to child safety. This should include a reference to Healesville High School's Child Safety and Wellbeing Policy and the Staff and Volunteer Code of Conduct;
 - **'CHILD SAFE STANDARDS:** *Victorian government schools are child safe environments. Our schools actively promote 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*

¹ See the 'Human Resources - Recruitment in Schools Guideline' <http://www.education.vic.gov.au/hrweb/careers/Pages/recruitinsch.aspx>

Safe Standards. The school's Child Safety and Wellbeing Policy and Staff Code of Conduct is available on the school's website.'

- A message promoting the safety, participation and empowerment of all students. For example;
 - *'Healesville High School promotes the safety, wellbeing and inclusion of all children including those with a disability, Aboriginal children and/or children from a culturally and/or linguistically diverse background. Applicants are welcome to elaborate on experience they may have working with the previous mentioned children.'*
- Appropriate reference and background checking will be undertaken, including (but not limited to) a Working with Children Check, Police Record Check (VIT Registration required), Identity Check (100 point of identity²) and Proof of Academic Transcript.

Selection of a Candidate Process

1. Selection Panel Established: The Principal is responsible for the configuration of the panel of at least three persons.³
2. Applications received: Applications should be lodged electronically through recruitment online (exceptions may apply) by the closing date. Late applications may be accepted at the Principals discretion.
3. Short listing: This requires the identification of applicants who best meet the selection criteria and show evidence of their qualifications. Employees with priority/redeployment status must be short listed for interview.
4. All shortlisted applicants (including those with priority/redeployment status) interviewed and referee comments sought: a set of questions is developed by the selection panel based on the advertised selection criteria and will be given to all interviewees to ensure a consistent approach. The interview compliments the written application and referee check.
5. Selection panel recommendation based solely on the relative merits of the applicants.
6. Selection decision.

² See the following website for acceptable identity documents <https://www.instantchecks.com.au/100points.aspx>

³ See the 'Human Resources - Recruitment in Schools Guideline' <http://www.education.vic.gov.au/hrweb/careers/Pages/recruitinsch.aspx> (page 18)