

Teaching Staff Recruitment Policy and Procedures

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools.

Table 1: Document Details

Policy Number	ES03
Related Policies	ES01: Child Safe Environments Policy and Procedures ES02: Risk Management Policy ES08: Emergency and Critical Incident Policy ES10: Personal Information and Photograph Release Policy ES11: Communication Policy and Guidelines ES14: Working with Children Check Policy and Procedures ES15: Sexual Misconduct Policy and Guidelines ES16: Adult Students attending Community Language Schools Policy ES20: Data and Information Management Policy ES23: Work, Health and Safety Policy ES24: Visitor and Parental Volunteer Policy ES38 Bullying and Harassment Policy and Procedures ES39: Cyber-Safety Policy and Guidelines ES40: Special Needs Policy ES41: Gender Identity Policy and Guidelines
Version	2.4
Created by	CLSSA Policy Officer
Reviewed by	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	Recruitment; Conflicts of interest; Reference checks; Working with Children checks; Criminal history screening; Interviews; Advertising vacancies; Equal opportunity; Procedural fairness; Position descriptions; Unsuccessful applicants, <i>Equal Opportunity Act 1984</i> ;
Status	Approved
Approved By	CLSSA Board <i>(Administrative updates approved by Executive Officer)</i>
Approval Date	July 2022
Review Date	December 2023
Notes	Version 2.4 – Administrative and specific content update

Table 2: Revision Record

Date	Version	Revision Description
	1.0	Existing Policy
November 2016	1.1	Formatting Making generic for all schools
7 th April 2017	2.0	Policy name change from Internal Recruitment and Selection Procedures and Guidelines to Staff Selection Procedures and Recruitment Policy ES03 Added introduction
30 th June 2019	2.1	<ul style="list-style-type: none"> • Formatting; adding key words; • Policy numbers added; Change Government Department Names (Department of Education and Child Development to Department for Education); References to ESASA policies and procedures included throughout the policy; deleted reference to 'Human Resources'; added details regarding a National Police Certificate (NCP); • Amend policy to make it generic by replacing individual school details with "Ethnic and Community Language Schools" • Added <i>Equal Opportunity Act 1984</i>; • Changes in 'Created By' and 'Reviewed By' in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles; Added new key words; Added References and Other Documentation; Formatting of policy
18 th January 2021	2.2	<ul style="list-style-type: none"> • Policy name change from Staff Recruitment and Selection Procedures and Recruitment Policy to Teacher Selection Procedures and Recruitment Policy • Added policies in Related Policies (Table 1) • Amend Interviews; Amend Criminal History Screening (Added information about WWCC) • Added another reference
December 2021	2.3	<ul style="list-style-type: none"> • Policy name changed from 'Teacher Selection Procedures and Recruitment Policy' to 'Teaching Staff Recruitment Policy and Procedures' • Added ES16 to 'Related Policies' (Table 1) • Updated policy name in 'Related Policies' • Added 'including all teaching staff/volunteers must have a valid...' in 'Introduction' • Added reference to ES14 in 'Equal Opportunity'
July 2022	2.4	<ul style="list-style-type: none"> • Added keyword- Working with Children Checks • Adjusted content in 'Introduction' • Added 'ES14: Working with Children Check Policy and Procedures' to 'Equal Opportunity' • Updated 'References and Other Documentation' • Added content in 'Criminal History Screening'

Table of Contents

Teaching Staff Recruitment Policy and Procedures.....	1
Summary	1
Table 1: Document Details	1
Table 2: Revision Record	2
Teaching Staff Recruitment Policy and Procedures.....	4
Introduction.....	4
Policy.....	4
Equal Opportunity	4
Privacy and Confidentiality	5
Procedural Fairness	5
Conflicts of Interest	6
Eligibility for Internal Applicants.....	6
Position Descriptions and Selection Criteria	6
Advertising Vacancies.....	7
Short-listing of applicants	7
Interviews.....	7
Internal Reference Checks.....	7
Criminal History Screening.....	8
Verification of Qualifications/Credentials	8
Unsuccessful Applicants	9
References and Other Documentation	9

Teaching Staff Recruitment Policy and Procedures

Introduction

Community Language Schools have a responsibility of recruiting suitable personnel and to meet the requirements of the Community Language Schools SA and Department for Education. Community Language Schools will take reasonable steps to ensure that it engages the most suitable and appropriate people to work with children.

Teaching staff in the Community Language Schools refer to all teaching employees who are paid employees (permanent, fixed term or casual) and volunteers.

All employees designated as teachers whether they are paid, or volunteers **must have** a valid Working with Children Check (WWCC). This policy is based on information from the Government of South Australia: Department of Human Services – National Principles for Child Safe Organisations and our obligations under the *Child Safety (Prohibited Persons) Act 2016*.

This policy outlines the process to all employees to ensure effective internal recruitment and selection within Community Language Schools. Community Language Schools recognises the services of volunteers within schools and the necessity to ensure all personnel are suitable to work in a Community Language School.

Community Language Schools will also externally recruit personnel for employment, paid or voluntary, as required. The policy applies to both the internal and external recruitment of personnel, with additional procedures mentioned for internal recruitment. Community Language Schools may consult and facilitate discussions with applicants to support applicants, and selection panel members throughout the recruitment and selection process. Support may also be provided to applicants to assist them to prepare for the interview process.

Policy

The selection process of any applicant in a Community Language School is based on the principles of procedural equal opportunity, fairness, privacy and confidentiality, and merit-based selection.

Equal Opportunity

Community Language Schools' equal opportunity aligns with the *Equal Opportunity Act 1984* which supports working environments that are fair, just and free from discrimination and bias. This

means that schools do not tolerate discrimination or harassment of any type, including (but not limited to): race, colour, disability, religion, gender, age, national origin, sexuality, gender identity, marital status, pregnancy or breast feeding, or trade union activity unless they are part of the requirements of the position or there is an exemption. Community Language Schools have dedicated policies providing guidance and support to schools. These policies include:

- **ES14:** Working with Children Check Policy and Procedures
- **ES15:** Sexual Misconduct Policy and Guidelines
- **ES38:** Bullying and Harassment Policy and Procedures
- **ES39:** Cyber-Safety Policy
- **ES40:** Special Needs Policy
- **ES41:** Gender Support Policy and Guidelines

All employment and volunteer engagement decisions are made on the basis of merit. Through the selection process, applicants are to demonstrate how they meet the eligibility and essential criteria for the position which they have applied.

Privacy and Confidentiality

Community Language Schools are committed to protecting the privacy of all job applicants. Schools demonstrate this commitment through our on-going compliance with all Privacy legislation (and related Privacy Principles). All personnel involved in the recruitment and selection processes are to hold and treat all information concerning applications (including applicants' personal information) as confidential. Guidelines for handling personal information are outlined in **ES10:** Personal Information and Photograph Release Policy and **ES20:** Data and Information Management Policy.

Procedural Fairness

Procedural fairness provisions apply to all recruitment and selection processes:

- all internal applicants are able to receive contact, support, and feedback about decision-making and the status of applications from the School Management Committee in a timely manner
- all applicants remain confidential with personal information handled in accordance with this policy and the Schools Privacy Policy
- any internal personnel can appeal decisions or raise complaints about the recruitment and/or selection process in accordance with the Employee and Volunteer Grievance Resolution Procedure (refer **ES04:** Grievance and Complaints Policy and Procedures)

Conflicts of Interest

Conflicts of interest must be avoided. A conflict of interest arises when a teaching staff decides to or participates in decision-making affecting another person with whom they have a close and/or personal relationship. An example is where an applicant for a position is related to or has a personal connection with:

- their a manager or with a person who has authority over the position
- a school personnel reporting directly to them
- a past or present member of the particular school community

Where such conflicts of interest arise or may arise, the following procedures apply:

- (As applicable) the employee/applicant and the school personnel involved in the decision-making process are to advise the Community Language School of the existence or a real or potential conflict of interest.
- Community Language Schools will provide guidance on the matter and will act to address and resolve the conflict of interest.
- Community Language Schools will provide information and feedback to the applicant and school personnel involved concerning decisions and any alternative arrangements.

Eligibility for Internal Applicants

To be eligible to apply for an advertised position, all internal applicants must:

- Be currently employed by the Community Language School at the time of lodging an application and not be engaged in a formal performance management process with the school.
- Have completed their probation period to the satisfaction of their current manager.
- Meet the minimum eligibility and selection criteria outlined in the Position Description to the satisfaction of the selection panel.

Position Descriptions and Selection Criteria

Position Descriptions are developed for all positions and are available for all applicants. Each Position Description outlines the relevant reporting lines, scope of responsibility, eligibility and desirable selection criteria for the position. In some circumstances, applicants may not be required to provide responses to all selection criteria in the Position Description as part of their application. Community Language Schools will identify the selection criteria that must be address by applicants for that stage of the application process. Additionally, Position Descriptions include reference to other mandatory requirements that must be met to be appointed to the position.

Advertising Vacancies

All vacant positions are advertised and will include:

- A full position description
- A statement about the commitment to child safety
- Close date for applications to be submitted by
- Contact details of the Community Language School representative
- An invitation for prospective applications to call and discuss the position prior to submitting an application

Short-listing of applicants

Short-listing is conducted by the selection panel to establish an appropriate number of applicants who will progress to the interview stage. In addition to providing resumes, applicants for a vacancy may also be asked to provide responses to specific questions and/or to participate in phone screening interviews facilitated by the Principal or Management Committee of a Community Language School. Responses from these activities will also help identify the applicants to be short-listed for a face-to-face interview.

Interviews

An interview provides an opportunity for a Community Language Schools and the applicant to further explore the applicant's suitability for the position. Interviews include a representative from the school and Management Committee or nominated representative. A third panel member may also be included from management or for specialised consultative purposes. Community Language Schools to ensure that interviews are scheduled with all short-listed applicants and that the applicants are advised of the interview panel members. Any visitors to a Community Language School will need to complete the sign in register and adhere to the procedures outlined in the **ES24: Visitor and Parental Volunteer Policy**

Internal Reference Checks

Internal reference checks are used to confirm the applicant's eligibility to apply, their current experience, and the information provided in their application. In lodging an application, applicants are agreeing that their current employer may be contacted to provide an internal reference. The following procedures apply:

- Internal applicants may contact the Principal or School Administrator to discuss the internal reference process and any related concerns
- Once an applicant has accepted an opportunity for an interview, the school representative

will contact the applicant's line manager to request an internal reference.

- Internal references for short-listed employees may be requested. Employees who are a referee for an applicant are to maintain confidentiality regarding the applicant and the application process

Criminal History Screening

State and territory legislation require personnel working with children and young people (or their records) to undergo Child Related Employment Screening and to maintain clearance throughout their period of engagement. From 1 July 2019, a new Working with Children Check (WWCC) replaced the child-related employment screening. A child-related employment screening check (from DCSI) will be recognised as a Working with Children Check until it expires. Then, you must apply for a Working with Children Check.

It is suggested that prospective treasurers of a Management Committee who have access to credit card information may also be required to undergo criminal history checks to guard against opportunity for fraud. All Position Descriptions for vacancies at an Community Language School should include details of the requirement for Working with Children Check in the vacancy advertised. Refer to **ES14: Working with Children Check Policy and Procedures** for further information.

Community Language Schools will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

Community Language Schools and the Ethnic Schools Association of South Australia will support the successful applicants to submit the relevant application at time of appointment.

The successful applicant will need to observe all the items and sign **ES05A: School Personnel/Volunteer Induction Checklist**

Verification of Qualifications/Credentials

Community Language Schools reserves the right to verify any qualifications or credentials provided by applicants that may be required for or relevant to their roles. Any questions about the validity of qualifications or credentials will be address with the applicant.

Unsuccessful Applicants

All unsuccessful applicants will be notified and invited to discuss any questions they may have regarding their applications.

References and Other Documentation

- Government of South Australia: Department of Human Services – National Principles for Child Safe Organisations : [DHS - National Principles for child safe organisations](#)
- Equal opportunity-SA.GOV.AU: [Equal Opportunity | Equal Opportunity \(eoc.sa.gov.au\)](#)