



# Staff Recruitment Policy

Date Approved by Committee of Management:	14/09/2022
Date for Review:	14/09/2025

## **PURPOSE**

Beechworth Montessori School is committed to providing excellence in education and high quality services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable and best applicant for all vacant positions.

## **SCOPE**

This policy applies to the hiring of all staff, including contractors and volunteers.

## **POLICY STATEMENT**

We are committed to providing high quality Montessori education programs and services to our students. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions

We recruit based on a transparent, flexible, merit-based approach that evaluates experience, values, qualifications, understanding of Montessori pedagogy and wider world experience in order to recruit the best possible staff.

We take all reasonable steps to employ appropriately skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities.

We understand that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from diverse backgrounds, including Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

## PROCEDURE

In a Montessori school, trained Montessori personnel are difficult to find, and so it is important to have succession planning in place at all times, whenever possible. With this in mind, the trialling of student teachers, potentially suitable relief teachers and assistants or volunteers must be carried out whenever possible. Whilst succession planning is encouraged, such individuals will still be required to apply for vacancies to be considered for the role and will be assessed through our merit based selection process.

### **Permanent positions, including fixed term employment:**

As soon as it is known that a position will become vacant, a transparent process will be undertaken. This process includes the following stages:

1. The position will be advertised on the school website and one or more websites as appropriate, such as the MAF website for Montessori trained personnel, providing a description of the position vacant and our commitment to child safety. All advertisements must be approved by the Principal and Committee of Management. All advertised vacancies are required to remain open for not less than fourteen days to allow sufficient time for applicants to prepare and lodge an application.
2. All permanent remunerated positions will have a Position Description, including job responsibilities and duties, responsibilities regarding supervision, child safety and wellbeing, and diversity and inclusion.
3. Written notice (letter or email) of acknowledgment will be sent to all applications prior to the shortlisting of suitable applicants.
4. All applications received will be read by the Principal or delegate and a short list selected of potential candidates who have all the necessary qualifications, sufficient experience, plus wider world experience where possible.
5. Applicants who are deemed not suitable to be short-listed for an interview will be notified by letter or email that their application has been unsuccessful. If the applicant is an existing employee it is important that a verbal notification/conversation is held to explain reasons why their application is unsuccessful. This verbal notification would then replace a written notification.
6. The short-listed candidates will then be interviewed by the Principal or delegate where possible. If this is not possible, then an alternative person or occasion will be organised.
7. An appropriate interview and selection process will be decided based on the role being recruited for, and will be decided before interviews begin. The Principal will decide on the appropriate interview/selection process to be undertaken, for senior roles such as room director this will be discussed with the Committee of Management and with respect to other cases this will be discussed with the Committee of Management, as deemed appropriate. As an example, the interview/selection process for an Assistant position may include one formal interview and one interview with the Director. While the interview/selection process for a Cycle 3 Director position may include additional questions before short-listing, one formal interview with the Principal plus one panel interview with other Cycle 3 staff.
8. Generally interviews for a Certificate 3 position can be conducted by the Principal. Interviews for all higher level positions are conducted by the Principal and at least one other suitable employee (such as a leading teacher or HR Officer). It is important that each member of the selection process focus only on the necessary skills and abilities required to fulfil the position vacant.
9. All applicants will be treated with respect throughout the recruitment process including:

- A consistent process will be applied to all candidates. This includes assessing any applicant's suitability (whether they be known or not known to the school) using the same merit-based selection criteria (see point 10) and the shortlisting process for the particular position (point 7 and 8).
- Provision of sufficient information given to applicant about the position including a Position Description (provided upon request or otherwise made available), the interview process, the school location, employment status (For example, if part-time, identifying the employment fraction or hours).
- Candidates will be informed if the recruitment process differs from what was previously explained to them, or if the process chosen differs from commonly accepted practices.
- Provision of information about whom to contact regarding questions about the role and exact process.
- Assurance that personal documentation is held in confidence and securely kept.
- Provision of access to feedback.

10. The selection criteria will be decided prior to interviewing, and will be consistently applied for each applicant interviewed. The merit-based selection criteria will focus on the following:

- Identification/demonstration of essential values and attitudes, suitable practice and motivation to work at Beechworth Montessori School.
- Demonstration of a strong understanding of curriculum / role specific practice.
- Technical knowledge as considered appropriate for the role. (E.g. Behaviour management for a Director role or payroll processing for a finance role).
- Wider world experience beyond the job-specific training.
- The provision of satisfactory evidence of the holding of all necessary qualifications and/or registrations, including training certificates. As an example the successful candidate for a Director role must provide the following: VIT card, copies of educational qualifications such as a four year degree, a Montessori diploma or degree and first aid certificates.
- Option for other criteria as deemed necessary for the particular role. Note: this must be decided before interview for the position.

11. The preferred candidate will be required to provide the names of three referees. A minimum of two reference checks will be conducted. Only when a minimum of two positive assessed reference checks have been concluded can the final preferred candidate be offered the position.

12. Once the position has been accepted verbally a Contract of Employment needs to be sent out via email or mail.

13. All candidates interviewed but considered unsuccessful must be notified as soon as possible and feedback from one of the interviewers will be offered.

14. Basic records of the recruitment process are to be maintained for a period of one year. Such records should include information about the position description advertised, applications received (including applicants' names, addresses and contact numbers), a list of applicants short-listed and interviewed, and a record that applicants have been notified of outcomes.

15. Prior to commencing employment all staff must:

- Provide a Working with Children check or VIT card.
- Provide satisfactory evidence of holding necessary qualifications and/or registrations.
- Must be aware of the child safety reporting process and completed the Mandatory Reporting e-Learning module.
- Return completed new employee documents (ie. An Employee Details Form, Tax File Declaration Form, Superannuation form).
- Read and agree to our Child Safe Code of Conduct.

The HR Officer will then prepare a Personnel File.

16. The Principal is to ensure there is an induction process for all new staff, casual and relief staff. Through the induction process, information must be provided on: OH&S, operations and expectations, child safe practices,

privacy & confidentiality, how to access policies and procedures and provide an understanding of the Montessori philosophy.

#### **Probation Period:**

On employment to an ongoing teaching service position, a 12 month period of probation is required to be served by principals, assistant principals and teachers and a 6 month period for education support employees. The purpose of the probationary period is to ascertain whether the conduct and work performance of the employee meet the standard expected of employees in the teaching service before the full rights and responsibilities of ongoing employment are confirmed. Probation also provides support and feedback to an employee in the first year of ongoing employment and complements the induction process.

#### **Parent applications:**

A parent is always welcome to apply for a position vacant. They will be treated in the same way as any other applicant and need to be aware that all positions filled are filled following the same selection criteria and process as for all potential candidates.

#### **Casual Employment:**

Beechworth Montessori School uses casual employment where work is to be performed on an ad hoc basis over an undefined period of time.

Preferably, these individuals are sourced from a pool of previously known, Montessori-trained, relief staff who have previously worked at the school. At a minimum they will need to hold a Working with Children Check or VIT Registration depending on the position and suitable qualifications to work in that position.

Casual relief staff members are paid per hour, receive a loading and can be engaged on a temporary basis. Casual relief staff will receive an induction prior to their first working day. Through the induction process, information must be provided on: OH&S, operations and expectations, child safe practices, privacy & confidentiality and who they report to whilst working at Beechworth Montessori School and an understanding of the Montessori philosophy where possible.

#### **Volunteer Engagement:**

Volunteers include parent helpers, student placements, and any persons engaged to participate in a program or event that the school is organising either to benefit students or the school overall. This includes anyone involved in child connected work for the school.

ALL persons involved in child-connected work for the school must be informed about the school's obligations regarding making a safe environment for them and our children, including the child safety reporting process. The volunteer must:

- Provide a current working with children card
- Agree to the Beechworth Montessori Child Safety Code of Conduct

Volunteers will be provided with an induction applicable to their engagement.

#### **Contract Engagement:**

Contractors are external, specialist people sourced to temporarily work for Beechworth Montessori School to perform a specific task or manage a certain project. They are paid through our accounting channels (rather than payroll) and engaged in tasks or projects such as cleaning, building works and specialist subject matter. They forward invoices to the school for payment. Sometimes there will be a Service Agreement or Contractor Arrangement in place. However in some cases a one-off engagement fee is agreed as such when a plumber is contracted to fix a leaking pipe of which an invoice for service is organised. All contractor matters are handled by the Principal or a member of the Committee of Management. When deciding on a Contractor, the following list of considerations apply:

- Impact of school operations when agreeing to organise specific works.
- Declaration of conflict of interest.
- Any service agreement or contractor arrangements stored securely in Finance Manager office.
- Copy of a current WWCC or Police Check to be stored for any workers who work during school hours.

## REFERENCES

- Australian Children’s Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Working with Children Check unit, Department of Justice – provides details of how to obtain a WWC Check: [www.justice.vic.gov.au/workingwithchildren/](http://www.justice.vic.gov.au/workingwithchildren/)
- Victoria Police – National Police Record Check: [www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)
- Victorian Institute of Teaching – Registration: <http://www.vit.vic.edu.au/registration/apply-forregistration/Pages/default.aspx>
- Department of Education and Training – Human resources: Recruitment in Schools

## LEGISLATION AND STANDARDS

- Crimes Act 1958 (grooming)
- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011 (NSW)
- Education and Training Reform Act 2006
- Equal Opportunity Act 2010
- Fair Work Act 2009
- Ministerial Order No 870 (Child Safe Standards)
- Privacy and Data Protection Act 2014
- Working with Children Act 2005
- Working with Children Regulations 2016

## RELATED POLICIES

- Staff Induction
- Child Safe Environment
- Child Safe Working with Children Checks
- Child Safe Code of Conduct
- Vision and Values
- Participation of students on placement and volunteers
- Privacy and Confidentiality