



Recruitment Policy and Human Resource Policy 2018

Includes suitability for employment requirements for staff and volunteers

The Eaglehawk Secondary College adheres to the Department of Education and Training policy for Recruitment and Human Resource as per the overview below:

The Department of Education and Training supports a culture of leadership, learning and renewal in all workplaces with opportunities for career development and advancement. Excellent service provision can only happen when the right people are attracted, recruited, and supported to do their jobs as effectively as possible.

The Department of Education and Training is committed to the standard mode of employment in schools being ongoing. Schools have the capacity to select the best available employees to meet the educational needs of students and to maximise ongoing employment opportunities in Victorian Government schools. Local selection arrangements provide the most effective way of matching the talents and career aspirations of employees with the specific needs of individual schools.

The Department of Education and Training has the responsibility to protect and provide for the welfare and safety of students and staff and to maintain the security of assets by requiring and maintaining high standards of professional conduct from employees. In order to meet its responsibilities the Department must be satisfied that only those who meet the highest standards of probity and suitability are employed. In addition, the principal must be satisfied that the prospective employee is suitable for child-connected work.

Recruitment and Human Resource

School based vacancies are managed through the Recruitment Online system in accordance with the Department's selection procedures as per the guide and comply with relevant Ministerial Orders.

The Departmental Guide is a documented process for recruitment:

Including:

1. Mandatory requirements for role and responsibility of teaching and education support staff. Roles and Responsibilities – Teaching Service at <http://www.education.vic.gov.au/hrweb/workm/Pages/rolesTS.aspx>.
2. Mandatory requirement of the inclusion of DET Child Safe Standards statement and adherence to the legal obligation to provide all short-listed applicants with the college Child Safe Policy 2016 and Code of Conduct.
3. Guideline and policy information pertaining to selection panel including:
the panel formation, interview questions and referee checks, both verbal and via the internet, inclusive of suitability of applicant for child-connected work.
4. Pre-employment requirements including suitability for child-connected work currency of registration and approval to teach by the Victorian Institute of Teaching, current National Criminal History Check or current Working With Children Check and medical requirements.
 - o A current copy of all Working with Children Checks are held in hard copy in a register and a copy is placed in the personnel file. The EduPay system has a WWC Check Status which alerts the HR Manager to the need for renewal of Working with Children Checks. The HR Manager provides staff

with a timely reminder for renewal and monitors the progress to ensure currency is maintained at all times.

5. **School Council Employees ie: CRT and other casual employees** are subject to the suitability for employment requirements for Child Safe Standards as listed in number 4. School Council employees are provided with the Child Safe Policy 2016 and Code of Conduct as part of their introduction to the College.
6. **Volunteers** are required to adhere to the pre-employment requirements in regard to suitability for child-connected work with currency of a NCHC or WWCC. Volunteers also complete a registration form which supports the legal obligation of the college for child-connected work and emergency displan.
7. **Contractors** are required to adhere to the pre-employment requirements in regard to suitability for child-connected work with currency of a NCHC or WWCC, if they are completing work connected with children. Contractors who complete work connected to children also complete a registration which supports the legal obligation of the college for child-connected work and emergency displan. Contractors not completing child connected work during hours where students are at school, are required to have credentials checked, and be supervised by staff to ensure no contact with students occurs.

Eaglehawk Secondary College uses effective workforce planning to assist decision-making and to implement good staff management practices.

Induction

Teaching Service employees, including volunteers, School Council employees, are provided with induction in the following areas of school practice and operations facilitated by relevant College staff:

- EduPay – payroll functions and information.
- DET Personal Leave Policy (illness or Carers) and other relevant leave information
- College Child Safe Policy and Code of Conduct
- College Whole School Effective Learning Community Model