

Recruitment & Selection Policy

Oakwood School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Oakwood School has zero tolerance for child abuse.

Oakwood School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children, children from culturally and/or linguistically diverse backgrounds, same sex attracted, intersex and gender diverse young people as well as the safety of children with a disability.

Every person involved in Oakwood School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Purpose

The Recruitment and Selection Policy has been developed to ensure that Oakwood School attracts the most suitable and accomplished staff for vacant positions. The school is committed to the ongoing safety of all students and adheres to all guidelines relating to Child Safety.

Responsibilities

The Principal is responsible for ensuring that this policy and procedures is implemented. This policy covers all positions within the school which involve paid employment.

Policy

Oakwood School is committed to providing high quality educational programs and services to our school community. When implementing this policy Oakwood School will:

- employ the most suitable applicant for the advertised position at all times
- assess all applicants according to their capabilities, qualifications, knowledge, experience and skills.
- follow Equal Opportunity guidelines for all external and internal positions and select the best applicant of the basis of Merit and Equity.
- ensure Equal opportunity and the Anti-Discrimination Act legislation guides the decision making process.
- use DET Recruitment on Line for all vacant positions.

Selection Committee

The principal is responsible for the selection decision at each school and must ensure that, as part of the selection process, a selection panel of at least three persons is established for each advertised vacancy. Where possible the panel should include an employee from the same employment class as the position being advertised.

Principals should ensure that members of the selection panel comprise people who between them possess the following qualities:

- detailed knowledge of the position requirements
- an understanding of the position and its relationship with other organisational functions within the school
- selection skills and an understanding of the selection process.
- In determining the composition of selection panels, principals must ensure that:
- at least one member of the panel is a person trained by the Merit Protection Boards in the principles of merit and equity
- provision is made for gender representation.
- in some cases the selection panel will include external or non-staff members.

The purpose of the selection panel is to recommend to the principal the best applicant based on the evidence available. The role of the selection panel is to objectively assess each applicant's skills, knowledge and capacity against the selection criteria. The selection panel may use other appropriate selection tools determined by the panel provided that they are applied consistently to all applicants.

Selection panel members should:

- ensure familiarity with any relevant Ministerial Order
- observe procedures required to be followed by the panel
- complete the required selection documentation.
- declare any conflict of interest
- disqualify themselves if they are related to any applicants

Screening Applicants

- all resumes will be reviewed against the selection criteria and position description
- applicants who are deemed to be the most suitable will be selected for an interview

Post Descriptions

Positions advertised will include the following standard clause: "Victorian Government Schools are child safe environments. Our school actively promotes 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 the legal obligations including the Child Safe Standards."

Interview Process

- the selection panel chair and members will conduct interview for candidates who have been short-listed. The selection panel chair will ensure that the correct documentation is completed and the interview is consistent with selection criteria and any relevant legislation.
- all interview will include questions relating to safeguarding children
- all candidates will be required to have a current Working with Children Check or a current VIT Registration

Reference Checking

- at least two professional references must be provided
- applicant must expect that the most recent school/employer will be contacted for a reference
- applicants can explain any exceptional circumstances relating to this to the selection panel chair.
- all reference checks will include Safeguarding Children and Young People related questions
- dates of employment with the previous school/employer will be reviewed with the applicant's resume.

Unsuccessful Applicants

Once the selection panel have appointed a successful candidate, the selection panel chair or executive officer will notify any unsuccessful candidates. All records for the position advertised will be kept confidential and maintained for the appropriate length of time.

Review Cycle

This policy was tabled at the Oakwood School Council Meeting on 18 February 2020. To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years.