



RECRUITMENT AND SELECTION GUIDELINES

Guidelines

This document sets out guidelines for the recruitment and selection of Staff at Villanova College (referred to in this document as “the College”) and provides the necessary tools to ensure that this process:

- Attracts the most talented staff to meet the present and future needs of the College and its community;
- Has due regard to relevant legal requirements including discrimination and privacy legislation; and
- Minimises the risk of Harm to students at the College by Staff.

Only members of the College Leadership Team are authorised to conduct recruitment practices on behalf of the College. This process is overseen by the Principal/Deputy Principal.

Related School policies and legislation

The following related School policies and legislation are referenced in this document:

Related School policies

- Child Protection Policy
- Anti-Discrimination Policy
- Privacy Policy

Legislation

- *Working with Children (Risk Management and Screening) Act 2000 (Qld)* (**Working with Children Act**)
- *Education (Queensland College of Teachers) Act 2005 (Qld)* (**QCT Act**)
- *Privacy Act 1988 (Cth)* (**Privacy Act**)

Definitions

In this policy:

“Harm” is any detrimental effect of a significant nature on a student’s physical, psychological or emotional wellbeing, irrespective of cause. Causes of harm may include, but are not limited to: physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm may be caused by a single act, omission or circumstance, or by a series or combination of acts, omissions or circumstances

“Staff” means all employees, and other personnel such as consultants, contractors, and people undertaking work experience or vocational placements or volunteers working for the College.



A “student” is any person regardless of age who is enrolled at the College.

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Next Review: 2020

PROCEDURES FOR THE RECRUITMENT AND SELECTION OF STAFF

Job advertisements, application forms and selection criteria

Vacant positions will be advertised internally prior to or concurrent with any other channel, including newspaper, social media and/or recruitment agencies. Care should be taken when structuring advertisements to promote the value proposition of the role and the College in an engaging and concise manner.

Job advertisements, application forms and/or selection criteria/position descriptions for a role will:

- Contain a clear statement about the College's mission and commitment to child safety;
- Specify the experience and qualifications required for the role, including whether teacher registration or a Blue Card is necessary for the successful candidate; and
- Specify the College's requirements for referee and identity checks and for disclosure by a candidate of any information relevant to the candidate's eligibility or suitability to engage in activities involving children.

Interviews

The interview process will include at least one face to face interview (including Skype).

Interviews will be arranged and conducted in a manner which ensures the candidate has been assessed thoroughly and fairly for the position and that they have a good understanding of the role and the College. Candidates will also have had the opportunity to ask any questions or clarify any issues they may have.

Questions during interviews will relate to:

- A candidate's work history, background and attitudes; and
- The selection criteria / duty statement for the role.

During interviews, candidates will be provided information about the College's child protection policies and procedures and questions asked to test the candidate's:

- Values and attitudes concerning relationships with children; and
- Understanding of sexual (and other) abuse, its causes and prevention.

Screening and references

If progressing with a candidate, due diligence must be completed prior to offer.

Screening

- All applicants must provide identification and other documentation to confirm their qualifications and experience as required by the College;



- All teachers must be registered or provisionally registered with the Queensland College of Teachers under the QCT Act, or have received special dispensation from the College;
- All non-teaching members of staff (including Board members) must have a “blue card” in accordance with the requirements of the Working with Children Act; and
- In some cases, deemed appropriate by the College, paid or unpaid employees who work with students but are not required to hold a blue card (e.g. a parent volunteer) may be asked to consent to a criminal history check/blue card application.

References

At least two verbal reference checks are mandatory for any role at the College. In addition:

- One of the referees should include the candidate’s most recent direct supervisor; and
- One of the referees should include the candidate’s most recent Headmaster / Principal (if applicable).

Priority should be given to reports of referees who can comment on the candidate’s most recent child related employment or other activities. Referees will be questioned regarding the candidate’s attitude and behaviour toward children in their previous role/s.

If reference checks cannot be undertaken until the preferred candidate has resigned from their current position, the offer will be made subject to the receipt of two satisfactory references that meet the requirements detailed above.

The College reserves the right to contact any persons who may have relevant knowledge of the candidate’s qualifications and experience, whether or not such persons are nominated as referees by the candidate.

Offer and finalisation

Successful candidate

Once a decision is reached on a preferred candidate, a verbal offer may be made. A written offer of employment will then be provided to the candidate as soon as practicable. This written offer will more than likely be provided at a meeting with Principal or Deputy Principal.

Unsuccessful candidate

The College will notify unsuccessful candidates of the outcome of their application. Care will be taken to provide clear communication and avenues for follow up where possible.

Anti-discrimination and diversity

Anti-discrimination

Discrimination is any practice that makes distinctions between individual groups which disadvantage some and advantage others.

Care will be taken throughout the entire recruitment and selection process to minimise the possibility of a discrimination issue through either direct or indirect discrimination. Decisions on recruitment should be made in accordance with this policy and based solely on the ability of a candidate to effectively achieve the outcomes required of a position. No consideration is to be given to any factors which are covered by discrimination and equal opportunity legislation.

For more information refer to the College’s *Anti-Discrimination Policy*.



Diversity

The College is strongly committed to diversity in the workplace. Villanova College recognises the value and importance of diversity and is firmly committed to creating a high performance and inclusive culture that fosters, supports and celebrates diversity. Staff must support and deliver on these commitments during the recruitment process.

Privacy

The College is committed to protecting the privacy of individuals and is bound by the Australian Privacy Principles set out in the Privacy Act. A candidate's CV and academic transcripts are personal information and Villanova College must only collect, use or disclose personal information in accordance with the Act and the College's *Privacy Policy*.

Contact Information

If you have any questions regarding this policy, please contact the *Deputy Principal*.

Policy Management

The College may change this policy at any time, in particular, to take account of changes, and effect of changes, in legislation and industrial instruments.