



Mount Alvernia College

Staff Recruitment Policy

Policy Title:	Staff Recruitment Policy
Version Number:	1.0
Date Issued:	June 2017
Date of Review:	April 2021

Introduction

Mount Alvernia College is a Year 7–12 Catholic day school for girls operated in the Franciscan tradition and governed by an Incorporated Board.

From time to time vacancies arise for academic staff and professional staff throughout the College as a result of resignations, re-structuring, increased enrolment, and staff movement. In these cases it will be necessary to recruit staff to fill the vacant positions.

Policy Statement

It is the policy of Mount Alvernia College to recruit, induct, and appraise staff in a manner which complies with the educational philosophy of the College. All processes regarding the recruitment of staff will be open and comply with all relevant legislation.

Purpose

This document outlines policy guidelines and procedures for the recruitment of Academic and Professional Staff at Mount Alvernia College.

The aim of this policy is to provide a procedure for the filling of vacant positions at the College.

Scope

This policy applies to all those seeking employment at Mount Alvernia College.

Procedure

- (a) Following the resignation or successful application for leave of a member of staff or other rationalisation of the staff, the College Deputy or Business Manager will advise the Principal of the need to advertise the existence of a vacant position at the College. All positions will be advertised in line with this Recruitment Policy.
- (b) An advertisement is prepared by the College Deputy or Business Manager outlining an overview of the position, relevant employment details (contract or permanent position, commencement and termination date, duty statement, conditions of employment, application process), key selection criteria, and a closing date for applications.
- (c) The position will be advertised through relevant media in online and print form.

- (d) The position will be advertised in the *Employment* section of the website and will be accompanied by a full role description/duty statement. The role description/duty statement will outline expectations of the position along with relevant qualifications required to fulfil the position.
- (e) Acknowledgment of application will be made by the Executive Assistant and only shortlisted candidates will be contacted for interview.
- (f) Upon reaching the closing date for applications a short list of applicants will be prepared and interviews arranged.
- (g) Shortlisted applicants for Academic Staff positions will be required to come to the interview with evidence of planning and a short filmed segment of their teaching practice. Beginning teachers will be required to present their final practicum reports.
- (h) Interview Panels will be formed as appropriate to the position being filled:
 - (i) For a classroom teaching position the interview panel will consist of the Principal (or their delegate), member of the College Leadership Team, and a relevant Learning Area Advisor.
 - (ii) For a support staff position the interview panel will consist of the Principal (or their delegate), Business Manager, and relevant Line Manager (if required).
 - (iii) For a middle leadership position the interview panel will consist of the Principal (or their delegate), and two members of the College Leadership Team (to be chosen relevant to the position).
 - (iv) For a senior leadership position the interview panel will be determined by the Chair of the Board of Directors of Mount Alvernia College Limited or his or her nominee, and any person who, in the opinion of the Board, may add value to the interview process.
 - (v) For acting positions of middle and senior leadership, the interview panel will be determined by the College Principal.
- (i) A detailed interview pro-forma will be prepared by the Interview Panel and will be specific to the position advertised and consistent across interview applicants.
- (j) Upon completion of the interviewing process the Interview Panel will decide upon a successful candidate and, following relevant professional and criminal checks, an offer of employment will be made by the Principal (or the Chair of the College Board if a Senior Leadership position), accompanied by an employment contract,.
- (k) Unsuccessful shortlisted applicants will be notified via email or phone by a member of the Interview Panel.
- (l) Acceptance of an offer of employment will be finalised by the return of a signed contract to the Principal.
- (m) All new staff will complete an induction process overseen by the College Deputy and Deputy Principal: Student and Staff Development. The induction process ensures staff are aware of the regulative, instructional and socio cultural discourses evident in the school. The appointed staff member will gain an understanding of working within a Franciscan School, their role description, and day-to-day engagement at the College. They will be provided with a buddy to assist with their induction and on-boarding.
- (n) All new staff will be subject to the College appraisal that is applicable to all staff. Appraisal processes are conducted, at least biennially or more frequently if required.

Employment Collection Notice

1. In applying for this position you will be providing Mount Alvernia College with personal information. We can be contacted at 82 Cremorne Road, Kedron 4031 mta@mta.qld.edu.au and on telephone 07 3357 6000.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.