



FOR RUDOLF STEINER EDUCATION LTD.

RECRUITMENT POLICY

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1. POLICY

This Recruitment Policy has been established to ensure Mumbulla School for Rudolf Steiner Education attracts the best available teachers, staff, volunteers and external providers for all vacant positions. This policy relates to the recruitment and employment of all staff.

Procedures for ensuring that the school meets the employment screening and notification requirements of the *Commission for Children and Young People* are also part of this policy.

Mumbulla School will ensure that all teachers, staff and external providers are informed of their obligations under the *Children and Young Persons (Care and Protection) Act 1998* and the School's *Code of Conduct*. The Education Manager on behalf of College of Teachers will have the responsibility for implementing this. (See Attachment A: *Employment Screening* and Attachment C: *Guidelines for Outside Tutors, External Providers and Volunteers*).

Date of review	Reviewed by:	Actions taken	Next review date
January 2013	Educational Administrator	Document reviewed against AIS draft policy documents and ratified by Board	2016 or as needed
February 2017	Education Manager Ratified by Board	Included a section to reflect current practice re succession planning, mentoring and partner teachers. 'God clause' removed	2018
November 2017	Education Manager	Minor adjustments to wording to reflect that this policy is inclusive of all staff not just teachers	2018 or as needed

2. Aims

Regarding the employment of staff, the Mumbulla School Recruitment Policy aims to offer permanent employment, where appropriate, to teachers and staff who have prior experience of the school.

Mumbulla School has the practice of mentoring/training teachers who have previously applied for positions and, while suitable have not been the preferred candidate. Through previously advertised positions these applicants have been encouraged to work casually/part-time at the school. This has allowed the school to 'mentor' these teachers and for the children to build rapport with them. It also allows these prospective permanent employees to build their knowledge and skills while on the job.

Recruitment of qualified and experienced teachers and staff who have confirmed their knowledge and practice, including of Steiner education, through the school's 'mentoring/training' process has led to long-term success time and again for the school. In consultation with Employment Group, College of Teachers and Board of Directors, ongoing employment may be offered to successful participants of the training/mentor program without the need for a formal advertised recruitment process. The school does this to avoid a recruitment process that could be viewed as unethical as we would essentially be asking applicants to apply for a position that someone has been trained for and/or already successfully acting in. We will ensure transparency of this 'mentoring' method by following the recruitment procedures outlined below.

All recruitment, selection procedures and decisions will reflect Mumbulla School's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

Mumbulla School recruitment procedures aim to:

- a) Be fair, effective and transparent;
- b) Ensure that the best possible applicant is recruited;
- c) identify and recruit staff who are of good character and are able to meet the essential and desirable criteria of the position available;
- d) Ensure compliance with the school's Child Protection Policy and Procedures and the school's Staff Code of Conduct;
- e) Ensure that the employee is willing to embrace the philosophies of Steiner education and Mumbulla School as articulated in the school's mission statement and other relevant documents;
- f) Ensure every opportunity of attracting the best available staff by advertising vacant remunerated positions (internally and/or externally as deemed appropriate by the Employment Group and Board of Directors);
- g) Internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation. (See Attachment E: *In-House Recruitment Process* and Attachment F: *Guidelines for the Employment of Classroom Assistants*)

The Mumbulla School Recruitment Policy aims to accommodate, where appropriate, staff who have prior experience of the school, such as those who have been induct and observed through a casual/part-time appointment. This practice allows the school, staff and children to build rapport, knowledge and skills, thus increasing the chances of successful permanent recruitment for all. Recruiting a qualified and experienced staff member that is known to the school and knows the school and its Steiner philosophy has proven to have long-term success. We will ensure transparency of this accommodation by following the recruitment procedures and advertising guidelines outlined in this document.

3. Procedures

- 3.1 If a casual/part-time employee has been working in a position that they occupy as a result of this recruitment policy and they have been receiving on the job training for two or more terms, and that position becomes vacant on a permanent basis then it is at the discretion of the Employment Group, in consultation with the College of Teachers and Board of Directors, to decide if that position will be advertised.
- 3.2 Through the Employment Group the College of Teachers and/or the Business Manager will

notify the Board that a vacancy exists.

- 3.3 Board approves the vacancy and the Business Manager determines the rate of pay and hours to be worked, including terms of employment as per Multi Enterprise Agreement (MEA) award or similar. The Business Manager ensures that a contract is prepared reflecting the position.
- 3.4 Where the vacancy is educational, the Education Manager in consultation with the Employment Group and the College of Teachers, will select an appropriate Convener and an interview panel. Any panel for a teaching position will include a minimum of three interviewers including two teaching staff.
- 3.5 Where the vacancy is non-educational the Board, in consultation with the Employment Group, will select an appropriate Convener and interviewing panel. The Board may choose to delegate this to the Business Manager. Any panel for a non-educational position will include a minimum of three interviewers.
- 3.6 In consultation with the College of Teachers, the College Chair and the Education Manager will prepare a job description for teaching and teaching assistant positions. The Board or Business Manager is responsible for the preparation of a job description for administrative and non-teaching positions. Any job description will include essential and desirable criteria, which will be used for selection.
- 3.7 An Interviewing panel will meet before interviews. The Convener and panel will prepare a critical path for recruitment, selection, notification and employment.
- 3.8 As directed by the Employment Group and the panel Convener, the Educational Administrator will assist with advertising, receipt and dissemination of applications and set the closing date for application submissions. The position will be advertised in accordance with the schedule. (See Attachment B: *Schedule of Advertising*). The advertisement will include a full job description and will state whether written or oral applications are required. Applications received after the closing date will only be accepted in exceptional circumstances and at the discretion of the Employment Group.
- 3.9 The Panel reviews the applications and selects interviewees based on essential and desirable criteria. The Panel prepares a short list. (See Attachment G: *Template for Short-Listing Applicants*). If possible, the panel will allow 2 weeks between the closing date, notification of interview, and the interview date to allow for applications to be reviewed by all panel members.
- 3.10 Panel members must declare whether they have a conflict of interest with any interviewee.
- 3.11 The Convener will ensure that unsuccessful applicants are promptly informed by phone, email or mail. Those short-listed will be contacted by the Convener to arrange interview times. The Panel will prepare interview questions
- 3.12 The Panel conducts interviews, making a note of interviewee's responses to the questions.
- 3.13 If possible, interviews for educational positions will be conducted during term time to allow the possibility for short-listed applicants to spend a day teaching and being observed by the panel or designated College members.
- 3.14 Referees of suitable applicants will be contacted to confirm the applicant's good character. The Panel will discuss their decision with the College of Teachers and/or the Board of Directors before the final selection is communicated.
- 3.15 The Board of Directors will ratify the Panel's decision at the next meeting or in a timely manner via email. Any Director who wishes to, may declare "conflict of interest" and retire from the process. Ratification needs to be prompt.
- 3.16 The successful applicant will be notified first. If the applicant accepts the employment offer

then all other, unsuccessful, applicants will be notified.

- 3.17 The Business Manager will provide the successful applicant with an Employment Contract in a timely manner.
- 3.18 The successful applicant is engaged on agreed terms, including a letter outlining terms of agreement and rates of pay. *(See Point 3.2 above)*.
- 3.19 The Convener provides any unsuccessful applicant a right of reply should it be requested post interview.

ATTACHMENT A **EMPLOYMENT SCREENING**

A Working With Children Check (WWCC) is a requirement for people who work in child-related work and in some circumstances volunteers are also required to have a WWCC. Parents at Mumbulla School who are attending overnight camps are requested to get a WWCC.

Step 1: Identification

- a. For independent schools, the Commission for Children & Young People (CCYP) will be the approved screening agency.
- b. As schools are organisations whose main service is to children all employees (including appropriate volunteers) will be subject to screening.

Step 2: Current Employers

Must complete a Working with Children Check (WWCC) online before commencing paid work and/or appropriate volunteer work at the school at <https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>.

Notes

An employer is responsible for **verifying** a current employee's (paid and/or volunteer) WWCC online (<https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>).

Step 3: Recruitment (Child-related Position)

Notes

The advertisement (where there is one) must indicate that a WWCC is mandatory for employment at the school. All applicants must complete a WWCC before employment commences.

Step 4: Screening

- Criminal records.
- AVO
- Disciplinary proceedings.

Notes

Police undertake checks on criminal records and apprehended violence orders (taken out by a police officer or other public official to protect a child) and advise the Approved Screening Agency of findings. The CCYP undertakes checks on completed disciplinary proceedings (various forms of misconduct that occurred in the presence of children or were directed at children) and advises the Approved Screening Agency of findings.

Step 5: Employment

Notes

Other than where a bar against working with children is advised, the employer will determine whether it is appropriate to employ an applicant based on:

- the findings of the screening process;
- reference checks;
- risk assessment (if undertaken).

Step 6: Notification of Rejected Applicant

Notes

If the employer chooses not to employ an applicant because of findings made during any part of the screening process, the employer must notify the CCYP of the name and other identifying particulars of that applicant.

If there are still a number of issues regarding employment screening that require further clarification, discussions will continue with the CCYP in an effort to achieve this. For any questions regarding screening or other child protection matters, contact will be made with the Association of Independent Schools NSW office.

ATTACHMENT B **SCHEDULE OF ADVERTISING**

Places to advertise

- Bulletin (BUL)
- Local newspapers, local employment agencies (LOC)
- Steiner Education Australia (SEA)
- Government internet job agencies (ENET)
- National newspapers: a major newspaper (NAT)

Extent of Advertising

Teachers

- Full and part time, including casual vacancies, half-time or greater: BUL, LOC, SEA, ENET, NAT
- Less than half time: BUL, LOC, SEA

Management staff:

- Full and part-time: BUL, LOC, SEA (if relevant), ENET, NAT
- Casual and less than part-time: BUL, LOC, SEA

Casual teaching staff (including specialist teachers)

- BUL, LOC, (SEA & ENET if possible or feasible given nature of position).

Administration staff:

- BUL, LOC, (and SEA, ENET if poss)

Casual Administration staff:

- BUL and LOC

Trades:

- Recommended by Building & Grounds coordinator and ratified by the Board.

THE SPECIAL CIRCUMSTANCES CLAUSE

Under certain circumstances/in some instances aspects of the employment policy may not be considered appropriate by the employing body. It is the responsibility of the employing body to communicate the reasons for this to the School Community via the newsletter.

ATTACHMENT C
GUIDELINES FOR OUTSIDE TUTORS AND EXTERNAL PROVIDERS

Mumbulla School is a community which is based upon learning and as such acknowledges the enrichment that comes from inviting tutors from within and outside the school community to share their skills and knowledge.

Definitions

For the purposes of this Recruitment policy and these guidelines:

- an “outside tutor” is a person, other than a teacher at Mumbulla School, whom the College of Teachers has approved to deliver a course of study to students, which may include, but is not limited to, a Board of Studies Teaching and Education Standards (BOSTES) endorsed course.
- an “external provider” is any organisation that the College of Teachers has arranged to deliver a course of study to students, which may include, but is not limited to, a BOSTES endorsed course.

Aims

- Outside teachers and external providers must comply with all relevant legislation with regard to the safety and protection of the children in their care.
- All outside tutors and external providers must comply with the school’s employment screening and provide a *WWCC*’s. The Education Manager must seek and obtain evidence of this before the outside tutor or external provider is contracted.
- The Education Manager will ensure that all outside tutors and external providers are made aware of their responsibilities in maintaining the safety of the children and that they must abide by the School’s *Code of Conduct*, *WH&S* and *Child Protection* policies.
- For use of school premises outside of school hours for private tutoring, outside tutors and external providers must have prior approval from the Management Team and follow the school’s usual hiring processes. The nature of the tutoring must complement the ethos of the school. (See Attachment D “*Expectations of Outside Tutors and External Providers*”)
- In assessing the suitability of the services of outside tutors or external providers the Education Manager and the College Chair, in collaboration with the College of Teachers, will consider:
 - the qualifications, relevant experience and level of skill of the outside tutor or external provider in their area of expertise
 - the appropriateness of the subject to be taught in keeping with the school’s understanding of child development and the ethos of the school (See *Attachment D: “Expectations of Outside Tutors and External Providers”*)
 - how disruptive such an activity may be to the normal school routine, eg. space, noise or cleaning requirements.
 - the individual needs of the students involved
 - whether the service is appropriately planned, assessed, reported and evaluated
- Programs run by outside tutors and external providers will be on a trial basis and will be subject to regular review by the College of Teachers, in collaboration with the Education Manager and the College Chair.
- Outside tutors and external providers will show due care of the school’s premises and equipment by:
 - Making sure the room is left in a reasonable state
 - Locking the room if appropriate
 - Switching off lights
 - Reporting any damage or maintenance issues to the office.

TEACHERS PROVIDING PRIVATE TUITION WITHIN SCHOOL HOURS

The following guidelines are recommended:

- At the beginning of each term parents are informed in writing of the day and time children are to be seen and the cost and length of session.

- If fees are to increase, parents are to be given adequate notice. All money transactions are to occur between parent and tutor and not through the Front Office at school.
- If times are to alter, parents should be notified as soon as possible.
- Outside tutors must clearly state their policy on lessons missed by the student or the teacher. The tutor and/or student must make prior arrangements for missed lessons, due consideration regarding replacement lessons and/or costs is required.
- Outside tutors and external providers must provide clearly written statements regarding fees and how they should be paid. They must keep accurate records of fee payment.

ATTACHMENT D
EXPECTATIONS OF OUTSIDE TUTORS AND EXTERNAL PROVIDERS

To be provided to outside tutors and external providers before the program is run.

The Mission Statement of Mumbulla School, formulated in 1996, is as follows:

Mumbulla School is based on the philosophy of Rudolf Steiner, which acknowledges the spiritual nature of human beings. The School community, through the encouragement and co-operation of individuals, sets out to create a harmonious school environment which fosters the balanced development of children, preparing them to act in freedom, with intelligence, creativity and purpose in a changing world.

- Please ensure that the content of the work you present to all classes is in keeping with our Mission Statement.
- Please ensure that the content of the work you present to all classes is age appropriate and is in keeping with our understanding of the development of the child. The themes you present in your work need to be checked with either class teachers or the designated College liaison for suitability. Unsuitable themes include drunkenness, violence, pop culture and adult or teenage themes.
- It would be helpful to receive a suggested program for each age level prior to the workshop occurring, with enough time for amendments and agreements.
- We teach our 7-13 year old children through imitation, games, stories and repetition. If you have stories you would like to share in your program, please provide us with information before the program begins, eg. author, targeted age group, themes explored, language type.
- As a rough guide:
 - Children in Classes 1 & 2, do not learn through concepts or the examination of their own emotions and are best when working cooperatively rather than independently.
 - Children in Class 3 & 4 are able to grasp concepts but prefer to work actively and cooperatively.
 - Children in Class 5 & 6 are able to work through concepts, are able to work independently and cooperatively and are able to devise some of their own material.
- The Education Manager will designate a teacher liaison to work with you on your program if this is the first time you have worked with us.
- After the first day's work, we would like to have a debrief meeting where we can discuss any issues that came up with any aspects of the program so that we can all have the best possible outcome.

ATTACHMENT E

IN-HOUSE RECRUITMENT PROCESSES

1. When an ongoing teaching or administrative position becomes available due to a staff member taking Leave Without Pay, Long Service Leave or Sick Leave, for a duration of more than two consecutive terms, the Educational Administrator, on behalf of the Employment Group, will send an email notification to all current staff members and regular relief staff notifying them of the upcoming vacancy and requesting Expressions of Interest.
2. The notification will include:
 - a. a short selection criterion; and
 - b. job description.
3. The notification will include the following instructions:
 - a. how to apply for the position;
 - b. the deadline for the application;
 - c. the application format (eg. Expression of Interest, 250 words or less outlining the applicant's suitability for the position).
4. The Selection Panel may consist of members of the Employment Group and relevant Class Teacher/s.
5. The Selection Panel will:
 - a. shortlist applicants;
 - b. conduct interviews if necessary;
 - c. make a recommendation to the College of Teachers;
 - d. inform the applicants of the decision when made;
 - e. ensure that records of the process are kept on file.
6. The Employment Group will monitor the employment process before the commencement of the interviews and after the interviews have taken place to ensure that due diligence and procedure were followed and maintained.
7. When In-House Recruitment is not required (that is, the position is not ongoing and is for less than two consecutive terms), the employee in the position will need to discuss staffing arrangements with the Employment Group **before the position is spoken about with any other staff members**. The Employment Group will consider suitable employees based on:
 - a. The needs of the class/children
 - b. Recommendations from the Class Teacher
 - c. Relevant College advice
 - d. Availability and experience of current relief and casual staff at the school
 - e. Knowledge of Mumbulla School's curriculum and philosophy

ATTACHMENT F GUIDELINES FOR THE EMPLOYMENT OF CLASSROOM ASSISTANTS

These Guidelines clarify the process and procedures involved in decision making for the employment of Classroom Assistants.

The school's aim is to provide adequate support for class teachers to enable them to meet the needs of children in their classes.

The need for classroom assistance will vary from class to class and from year to year. These guidelines are intended to assist with the assessment of those needs.

A further aim of these Guidelines is to provide some predictability and continuity of employment for Classroom Assistants.

Procedure:

- The College of Teachers, in consultation with the Employment Group, will determine the need for Classroom Assistants. This need should be communicated in a timely manner so it can be included in budget considerations. Consideration will be given to the following:
 - a. Size of class
 - b. Children with disability or other learning/behaviour needs
 - c. Equity with other classes with similar support
 - d. Teacher's experience
 - e. The physical/mental wellbeing of the teacher
 - f. WorkCover or other return to work requirements
 - g. Occasional needs (camps, festivals)
 - h. Legal considerations re minimum work hours
 - i. The need to avoid learned dependency of children
 - j. Opportunities for assistants to be shared
 - k. Availability of other learning support
 - l. Other relevant information provided by the teacher re hours required
- Employment Group, in consultation with the College of Teachers, will discuss and prioritise class need for assistants and allocate assistant hours to classes accordingly.
- College Chair and Education Manager will inform the Business Manager and the Employment Group of this allocation prior to the budget being considered at Board level.
- If extra hours or a new Classroom Assistant is required, Employment Group and Finance group will assess the viability of the request and a recommendation will be made to Board.

ATTACHMENT F: TEMPLATE FOR SHORT-LISTING APPLICANTS – JOB TITLE HERE

Date: ____/____/____

SELECTION CRITERIA (as per advertisement)												<p align="center">CULL INSTRUCTIONS</p> <ul style="list-style-type: none"> ▶ The cull must be conducted by all members of the selection committee and only members of the selection committee. ▶ Assess each application in relation to the selection criteria listed. ▶ Record a Y or N (for yes or no) beside each name below to indicate whether that applicant meets each of the criteria listed. ▶ Record a Y or N in the call column to indicate each applicant's outcome for interview. ▶ Only applicants who meet all the selection criteria can be called for interview. ▶ All members of the selection committee must sign the cull sheet. 		
1														
2														
3														
4														
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6														
7														
8														
9														
10														
	APPLICANT	SELECTION CRITERIA										CALL Y/N	<p align="center">COMMENTS</p> <p align="center">Reason/s for not interviewing or time of interview.</p>	
		1	2	3	4	5	6	7	8	9	10			
1														
2														
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5														
6														
7														

Interview Details

Location: _____

Panel Members (Teacher/s): _____

Signed:

Convenor

()

Phone Number

Signed:

Signed:

Independent

Name:

Name:

Name:
