



RECRUITMENT POLICY

Statement of Context and Purpose

The success of Huntingtower relies on its ability to attract, develop and retain excellent and diverse professional talent. Recruitment methods are fair, efficient and adhere to all legislative requirements. This policy should be read in conjunction with the Recruitment Guidelines, which is available on the Staff Portal under Policies.

The purpose of this Policy is to outline the School's policies and procedures for recruitment of the best available candidates for all positions and those who will best advance its Vision and Values. This policy relates to the recruitment of all positions other than the role of the Principal.

Scope

This policy applies to all individuals seeking employment or non-paid positions at Huntingtower.

Application

Huntingtower strives to attract, recruit and retain candidates of the highest calibre appropriate to School standards of commitment, professionalism and integrity. Huntingtower is committed to diversity in the workplace. We recognise the value and importance of diversity and are dedicated to creating and maintaining an inclusive culture that supports and celebrates diversity.

The School embraces non-discriminatory recruitment by providing equal employment opportunity to all individuals free from any discrimination on the basis of an attribute protected in Australia. Great care is taken throughout the recruitment and selection process to eradicate the possibility of both direct and indirect discrimination.

Employment Legislation

This Policy sits within the State and Federal Legislative Framework pertaining to employment and within the Regulatory Framework that applies to Independent Schools in Australia. Huntingtower School is aware of and complies with the current Victorian and Commonwealth legislation which governs all aspects of employment in Australia and the Regulatory Framework that applies to the School. This recruitment policy will be regularly reviewed and modified to ensure the best practice in recruitment processes and compliance with relevant legislation and with relevant regulations.

Policy

To fulfil its Vision Statement and Core Values, the School employs a wide range of skilled personnel in areas such as teaching, business, information technology, pastoral and health care, grounds and maintenance, administration, library and science laboratories. In all areas, the School seeks to recruit individuals who are innovative and enthusiastic and have a genuine commitment to professional and personal development.

In addition, candidates for teaching positions need to demonstrate a commitment to student-centred learning and collaborative practice, while being experienced in the use of information technology in the teaching and learning process. A commitment to pastoral care, cocurricular responsibilities and the School's philosophy and values is also essential.

Huntingtower is committed to providing a supportive and flexible working environment for all.

Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

Through recruitment of all positions, Huntingtower is committed to upholding Victoria's Child Safe Standards, providing a child safe culture that ensures the care, protection and safety of all children and young people. This includes children from all international cultures, Aboriginal/Torres Strait Islander descent and those with a disability.

Categories of engagement

All employees are appointed by the Principal in the following categories:

- Permanent – Ongoing employment that is full time or part time
- Temporary – Replacement or project appointment, full time or part time
- Casual Hourly Hire – Short-term vacancies/needs, based on irregular assignments
- Contractors and Third-Party providers including education

The *Educational Services (Teachers) Award 2020* and *Educational Services (Schools) General Staff Award 2020* outline the circumstances when it is appropriate to use temporary, emergency or casual staff and the restrictions applying to these appointments. The *Fitness Industry Award 2020* outlines the terms of employment for HSAC employees.

The School is required to collect information under Victorian Child Protection laws. A successful candidate will need to provide the following information prior to commencing employment:

- Employees who are engaged as teachers are required to provide evidence of current registration from the Victorian Institute of Teaching (VIT)
- General staff require a current and valid Employment Working with Children Check (WWCC) and Criminal Check
- Volunteers, Contractors and Third-Party Providers will be required to provide a valid Working with Children Check (WWCC)
- All checks will be sighted, verified and recorded. A WWCC and VIT register will be maintained through Synergetic and the LMS and through regular checks ([see WWCC and VIT Procedures](#))
- The candidate's identity will need to be verified by sight of driver's licence, passport or proof of age card. A copy will be taken and kept on file. Any former names must also be declared. The School may also collect other personal information about the candidate in accordance with these laws
- Evidence of the candidate's qualifications and other relevant professional information and certifications will be collected

Principles

The principles that guide Huntingtower recruitment and selection include:

- Providing clear and effective recruitment and selection procedures with the appropriate flexibility to meet program and organisational needs
- Ensuring position requirements are accurately documented, considering the functions and responsibilities of the role

- Ensuring our recruitment and selection processes are transparent and fair; and promote equal opportunity and diversity. The School, wherever possible will advertise the position internally and/or externally
- All employment advertising whether paid or unpaid must include clear statements about child safety and wellbeing duties, responsibilities, required qualifications and attributes in relation to child safety
- Conducting all recruitment and selection activities with due regard for applicant care, privacy and confidentiality of information
- Ensuring candidates are made aware of opportunities for which we are conducting a recruitment and selection process
- Developing a diverse workforce
- Complying with relevant legislation, obligations and ensure all necessary pre-engagement checks are completed
- Ensuring that children and young people remain safe at all times
- Offering a range of orientation and induction programs to acclimatise new candidates to their working environment, child safety and wellbeing program and Huntingtower's Values and Vision
- Continuous supervision and people management involving regular reviews to ensure staff compliance with Codes of Conduct and child-safe policies, while ongoing screening checks are systematically reviewed for changes and validity. Updated inductions, particularly with role changes, contribute to comprehensive training and adherence to the latest child protection protocols within the School.

Related Policies and Guidelines

- Recruitment Guidelines
- Position of Responsibility (POR) Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Staff Code of Conduct Policy
- Volunteer Policy
- Privacy Policy

Communication

This Policy is available to candidates and current staff, parents and the school community via the School's website. In addition, relevant aspects of this Policy may be raised at staff meetings.

Evaluation

The Principal is primarily responsible for monitoring Huntingtower's overall compliance with this policy which will be reviewed as part of the Huntingtower's policy review cycle (and otherwise as and when required).

Authorisation

This policy was authorised by the Principal in September 2016

Date of next review: October 2025