



ST JOHN'S Anglican College

RECRUITMENT AND SELECTION PROCEDURE

Human Resources and Compliance

Version 4.0

Last Reviewed: 6 November 2020

1 Statement

St John's Anglican College is committed to an equitable, transparent, consistent and merit-based approach to recruitment and selection, in order to attract, select, and retain the most capable and suitable people.

All recruitment and selection processes, at all stages of vacancy, application, short-listing, screening and selection and appointment will reflect this commitment.

This procedure is a key component of the St John's Anglican College Child and Youth Risk Management Strategy (CYRMS), supporting legislative requirements of the *Working with Children (Risk Management and Screening) Act 2000* and *Working with Children (Risk Management and Screening) Regulation 2020*. CYRMS are required to detail procedures for recruiting, selecting, training and managing persons engaged or proposed to be engaged by the college, as related to the safety and wellbeing of children and the protection of children from harm.

Creating a safe and supportive environment for students is a shared and ongoing responsibility for all college employees and effective recruitment and selection enables a preventative approach to child safety.

2 Scope

This procedure applies to all positions appointed by the College. This procedure informs and directs the process of employing teaching and non-teaching staff.



3 Principles

St John's Anglican College is committed to recruiting, supporting and developing and retaining people of the highest calibre based on merit. This requires equitable, competitive and timely recruitment and selection processes.

This procedure is based on the following principles:

- Maintain the principle of selection based on merit to appoint the best candidate/s
- Emphasize child safety and wellbeing
- Provide equal opportunity for all candidates
- Represent the St John's Anglican College community and culture in the staffing profile
- Ensure that selection procedures are efficient and effective
- Maintain candidate confidentiality

4 Student Protection

The following Statement of Commitment seeks to provide a foundation to reflect, encourage and support a child safe culture.

The Statement is to be implemented by all persons within an Anglican School or Education and Care Service.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and

processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

5 Definitions/Abbreviations

Transparent:	Processes that are clearly defined, easily understood and easily accessible.
Consistent:	All candidates are treated in a similar way.
Merit:	Merit is the extent to which an applicant demonstrates they have abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to carrying out the core duties of the role.
Equitable:	Recruitment without hidden or apparent bias on the grounds of gender, relationship status, pregnancy, parental status, breastfeeding, age, race, impairment, political belief or activity, trade union activity, lawful sexual activity, gender identity, sexuality and family responsibilities or association with, or relation to, a person identified on the basis of any of the above attributes.
Internal candidate:	A person who at the time of the recruitment process is employed by the College.
External candidate:	A candidate who at the time of recruitment is not employed by the College.
Conflict of Interest:	<p>A situation where an individual has a personal connection with a candidate which may influence their judgement.</p> <p>A conflict of interest is a situation in which someone in a position of trust has competing professional or personal interests. A conflict may exist even if no unethical or improper acts result. A conflict can create an appearance of impropriety that can undermine confidence in the person or the College.</p>
Blue Card:	Suitability card to work with children and young people. Issued after a Working with Children Check has been approved. A positive notice and a Blue Card will be issued and must be held by the candidate before commencing employment.
SLT:	Senior Leadership Team

6 Recruitment and Selection

St John's Anglican College will manage recruitment and selection for both permanent and fixed term staff appointment in accordance with the process detailed below.

6.1 Vacancy Management

Vacancy management is the preparation stage of the recruitment process.

- The Principal or their delegate will authorise any request to recruit prior to advertising, including a suitable information pack as required. This pack will clearly articulate the requirements and expectations of the position; reflect the College's commitment to and responsibilities for child safety and wellbeing; and encourage suitable applications.
- A position description, including a statement of duties and selection criteria must be developed or updated for any vacant position that is authorised to be filled. This is an essential part of the information pack as it informs potential candidates of the college's expectations and is the key to making an equitable selection, based on merit against clearly defined requirements. The position description will include information detailing the duties and tasks of the role, required



and desired qualifications, experiences and attributes of the applicant, information about the level of responsibility and supervision associated with the position and related expectations.

- Our Commitment: Creating environments for children and young people to thrive, a CODE OF CONDUCT for Anglican Schools and Education & Care Services (the Code of Conduct), is also a key part of the information pack, where candidates are instructed to read and acknowledge their agreement as part of any subsequent application.
- Generally, vacancies will be advertised as a minimum internally by way of an email to 'All Staff' from the Manager Human Resources and Compliance or Principal or their respective delegates. Vacancies that are available to external candidates will be advertised on the College's website as a minimum.
- There are times when a vacancy may be exempt from being advertised; this decision is at the discretion of the Principal. Examples of such circumstances may include, but are not limited to:
 - When a recruitment process for an identical role has been completed within a six-month period and suitable candidates were identified. These suitable candidates may be approached.
 - When a full recruitment process has been completed and a suitable candidate has not been identified. Suitable candidates may be approached.
 - Where a recruitment agency is engaged.
 - Where the vacancy is for less than a Semester.
 - When an appointment is required as a matter of urgency e.g. resignation or illness.
 - Where there is a suitable candidate within the college who can be redeployed to avoid redundancy.
 - Where an employee is in a fixed term role or employed on a casual basis and there is evidence to support a high level of performance in the role, the employee may be reappointed to the same role at the end of the fixed term.
 - Where an employee is working at the same level and is willing to take on the additional hours as appropriate.
 - Where an employee has been acting in a role on a temporary basis.

6.2 Application process, including short-listing

The application process, including short-listing, identifies potentially suitable candidates.

- St John's Anglican College seeks to treat all candidates equitably, with respect and courtesy. This includes where possible acknowledging receipt of job applications and advising unsuccessful candidates as soon as reasonably practicable.
- Applications are always treated with confidentiality. As such applications will be stored securely, applications will not be sent via internal mail or be left in areas which are accessible to people other than those they are intended. Discussion in relation to the candidate pool should be limited to the selection panel. Breaches of confidentiality will be treated seriously.
- A selection panel will assess candidates against established selection criteria to ensure objectivity and avoid bias in all stages of the selection process. As a general guide the selection panel will include no fewer than two people and no more than four people. An external consultant may be invited to be part of the selection panel. All members of the selection panel will be invited to participate in all stages of the recruitment process.
- At any stage of the recruitment process if a member of the selection panel becomes aware of a



potential conflict of interest, they are to discuss this with the Manager Human Resources and Compliance and/or the Principal without delay.

- Internal candidates are welcome to apply for any vacancy for which they are suitably qualified. Such applications will be shortlisted alongside all other applications and treated in a consistent manner. Internal candidates not shortlisted for an interview will be contacted and advised and be provided with relevant feedback. Such feedback should be factual, unbiased and delivered in a courteous and sensitive manner.
- Family members and friends of current staff may apply for an advertised position and these applications will be processed in accordance with all other applications. In the situation where there is a perceived, potential or actual conflict of interest, such applications will need to be considered carefully. In the interest of transparency and fairness to all, it is appropriate that conflicts of interest whether perceived, potential or actual should be brought to the Principal's attention. It is important to note that in all cases, the final recruitment decision will be based on merit.
- International candidates will provide to the panel relevant Visa documentation supporting their right to live and work in Australia. This information will be verified with the Department of Home Affairs. Under no circumstances will a candidate be appointed to a position at St John's Anglican College if they do not have the right to live and work in Australia.
- Recruitment agencies may be engaged with the approval of the Principal.

6.3 Screening and Selection

The screening and selection processes aim to identify the most suitable candidate based on merit.

- Recruitment methods will be consistent for all applicants. For example, this may include the use of an interview guide which relates directly to the candidate's motivation and the selection criteria for the role. All other recruitment tools should also be used consistently. Such tools must be free from unlawful discrimination.
- Accurate notes will be taken at all stages of the recruitment process and securely stored.
- Feedback will not be routinely offered to external candidates. At the discretion of the Principal, feedback may be offered if specifically requested by an external candidate.
- Relevant performance feedback will be gathered in relation to an internal candidate prior to any final decisions on their application are made.
- Processes and plans should be established for the handling of unsuccessful internal candidates to encourage a positive culture and working environment for both the unsuccessful and successful candidates.

6.3.1 Selection Criteria

- The selection criteria assist in identifying the key knowledge, skills, attributes, experience and qualifications that are required to undertake the duties of the position.
- While assessing a candidate's suitability for the role, consideration will also be placed on a candidate's understanding and commitment to the Code of Conduct, especially how it applies to the safety and wellbeing of children attending St John's Anglican College. Including this as part of the selection criteria assist in engaging staff that will contribute to creating a safe and supportive environment.



6.3.2 Screening

- Screening and selection of staff is undertaken by a selection panel appointed by the Principal or their delegate. The panel members must have a sufficient understanding on how to meet their obligations appropriately and effectively, including identifying indicators that suggest a person is not suitable to work with children.
- Required screening checks are:
 - Current Teacher Registration (Queensland) which is mandatory for teaching staff. Appointments of teaching staff must not take place if this requirement is not met.
 - Exemption Blue Cards are required for teaching staff at the Junior School due to Early Years supervision duties.
 - Non-teaching staff must have a current Paid Blue Card linked to the College prior to commencing in their role. Candidates must have the ability to obtain and maintain a Blue Card in accordance with Working with Children legislation.
 - All preferred applicant's details are provided to the Director of Professional Standards (DPS) (National Register Check), Anglican Church Southern Queensland to be checked against the Anglican Church National Professional Standards Register. The Principal must consider the result of this check prior to making a formal offer of employment.
 - The above checks are to be complemented by checking the applicant's identity. This includes verification of consistency with items such as qualifications. This check may include sighting copies of name change documentation such as marriage certificates.
- As identified within s4.13 and s4.14 of the Code of Conduct, if at any time during the recruitment process, information is received that an applicant:
 - is currently charged with or convicted of an offence against a child;
 - has been acquitted of a charge of an offence against a child;
 - has had a charge of an offence against a child not proceed;
 - has had a prohibited status under applicable 'working with children' screening legislation lifted; or
 - has been the subject of any disciplinary proceedings involving child abuse;The Principal must ensure the following occurs:
 - consultation with relevant people (as detailed in the Code of Conduct);
 - a documented risk assessment; and
 - determination that no child will be at an increased risk of harm from this appointment.

6.3.3 Interview

- Selection panels should only ask questions related to the requirements and context of the position.
- Selection panels have discretion in the relative weighting of selection criteria as per the position description, relevant behaviours demonstrated through the recruitment process, cultural fit, the judgement of the merits of candidates against the position description and in the assessment of potential or ability to perform other duties. All decisions will be made objectively citing relevant evidence.
- Conducting structured interviews with short-listed candidates also provides insight into the applicant's attitudes, values and understanding of professional boundaries and accountability. This is important in assessing their suitability to work in a school environment. Use interviews to consider how the applicant's values and attitudes complement the College's focus on child



safety and wellbeing. Important areas to address during the interview process are:

- motivation to work in the College
- understanding of children's development and needs
- values and attitudes towards children, including attitudes to children's rights and how they can be upheld
- understanding of professional boundaries
- reasons for leaving current or previous job

6.3.4 Reference Checks

- A minimum of two reference checks will be conducted on preferred applicant/s after the interview process. Reference checks are to be conducted by a nominated member of the selection panel; however it is preferable for the supervising manager of the vacant position or a member of the Human Resources and Compliance Department.
- These checks can be conducted either in person or over the telephone. As a minimum, whenever possible a check should be conducted with the preferred candidate's current and/or immediate past supervisor. Reference checks must be conducted on a confidential basis.
- Verifying the identity of the referee is necessary, to gauge the legitimacy of their response. If the reference is in writing, directly contact the referee to confirm authenticity.
- In contacting the referee seek information about:
 - the specifics of the relationship between the referee and the applicant (positions, length of time, nature – for example direct supervision)
 - knowledge of the applicant's work or interactions with children and families, including feedback on any observations
 - opinion on the applicant's suitability for the position and context (school), including any concerns about the applicant's attitudes or conduct
- It is not unreasonable to expect that the Principal may contact a fellow Principal at another school to discuss the candidate. Any decision to contact a referee not listed on the candidate's resume is at the discretion of the Principal. However, note that in doing so, the Australian Privacy Principles (APPs) are to be considered during any discussions relating to the candidate. This is particularly significant for any discussions undertaken with those outside of the Anglican Schools network.
- During the reference check process accurate notes must be taken for all referees. Where the referee is located outside of Australia a reference check form can be emailed to the referee to be completed and returned.

6.4 Appointment

The appointment process is the final approval and appointment of the most suited candidate based on merit.

- The final decision of appointment rests with the Principal. As such, no recruitment decision should be finalised or verbal offer made without the Principal's final approval; this may include a second interview with the Principal. The Principal may choose to delegate this responsibility.



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- The Principal or their representative will sign an offer of appointment letter. Unsuccessful short-listed candidates will be dealt with courteously and sensitively.
- All new support staff have a probation period of three months and all new teaching and leadership staff have a probation period of six months.

7 Review of recruitment decisions

Any concerns about the recruitment and selection process should be referred in the first instance to the Manager Human Resources and Compliance.

8 Privacy

Personal information collected during the recruitment and selection process is obtained, stored and released in accordance with the *Privacy Act 1988*. For further information please refer to the college's *Privacy Procedure*.

9 Accountabilities and Responsibilities

The table below outlines the accountabilities and responsibilities for governing and managing the College.	
College Council:	Is responsible for ensuring the proper and effective management and operation of the College. This includes defining and monitoring the strategic direction, developing and monitoring policies, monitoring the effectiveness of the College Council and College, and establishing control and accountability systems.
Principal:	Is responsible for the administration and implementation of the College's strategic direction, policies and procedures and control and accountability systems developed by the College Council. The Principal works closely with and is accountable to the College Council for leading the College to deliver high quality curriculum and educational outcomes, excellence in teaching and learning, a strong College community and driving market growth.
Manager Human Resources and Compliance:	Is responsible for ensuring the achievement of College strategic objectives through the development and application of best practice Human Resource Management principles and practices that comply with legislative requirements. The Manager Human Resources and Compliance works closely with and is accountable to the Principal for developing, implementing and evaluating an appropriate policy framework compliant with all statutory requirements.
Employees:	Are expected to abide by all College policies and procedures.

10 Related policies, procedures and other documents

10.1 Policies

Complaints Management in Anglican School Policy and Procedures

Risk Management Policy

Staff Management Policy



Recruitment and Selection Procedure

Student Protection in Anglican Schools Policy

Volunteer Management Policy

Whistleblower Policy

Working with Children in Anglican Education Policy

Work Health and Safety Management Policy

10.2 Procedures

Acceptable Use of ICT Procedure

Employee Induction Procedure

Position Evaluation and Classification Procedure

Prevention of Workplace Harassment Procedure

Probationary Appointments and Review Procedure

Privacy Procedure

Redundancy and Redeployment Procedure

Safe Ministry Check Procedure

Staff Conflict of Interest Procedure

Student Protection in Anglican Schools Procedures

Volunteer Management Procedure

Whistleblower Procedure

Working with Children in Anglican Education Guidelines and Procedures

10.3 Other documents

Australian Privacy Principles

Child and Youth Risk Management Strategy

Child Safety Guidance to Complement Recruitment and Selection Procedure

Contractors and Visitors Induction Handbook

College Vision, Mission and Values Statement

Our Commitment: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican Schools and Education & Care Services

Parent and Non Parent Volunteers Induction Handbook

Risk Management Plan

Risk Management Register

Safeguarding Our Students, Student Protection Policy and Procedures Guide for Volunteers and Visitors to Anglican Schools



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Staff Induction Handbook

Student Protection Resource Sheets

10.4 Legislation

Age Discrimination Act 2004

Anti-Discrimination Act 1991 (Qld)

Australian Human Rights Commission Act 1986

Australian Human Rights Commission Regulations 1989

Child Protection Act 1999

Disability Discrimination Act 1992

Education (Queensland College of Teachers) Act 2005

Fair Work Act 2009

Privacy Act 1988 including Australian Privacy Principles (APPs)

Racial Discrimination Act 1975

Sex Discrimination Act 1984

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Working with Children (Risk Management and Screening) Act 2000 (Qld)

Working with Children (Risk Management and Screening) Regulation 2020 (Qd)

Workplace Gender Equality Act 2012

10.5 Canonical Requirements

Diocesan Governance Canon (Brisbane Diocese)

Professional Standards Canon (Anglican Church of Australia)

10.6 Related forms

Position Description template

Employment Authorisation form

Change in Employment form

Reference Check form

Working with Children forms

Letters of Offer



11 Approval

This procedure was issued on 9 November 2020 under the authority of the Principal. This document represents the current policy of the College until it is revised or rescinded.

12 Managing this procedure

12.1 Review

This procedure is to be reviewed every two years or earlier if necessary. The Manager Human Resources and Compliance is responsible for reviewing or making approved modifications to the procedure and distributing.

12.2 Breach of Policy/Procedure

Failure to take reasonable steps to ensure the suitability of candidates or an inappropriate recruitment process is considered a breach of this procedure. All employees are expected to abide by College policies and procedures, failure to do so may lead to disciplinary action ranging from counselling to dismissal.

13 Document information

Version Control

Version	Date	Description	Author
4.0	06/11/2020	Final Draft	Manager HR and Compliance

14 Authorisation

Maria McIvor

Principal

Date: 9 November 2020