

# STAFF RECRUITMENT POLICY

## PURPOSE / STATEMENT

Melbourne Montessori School (MMS) is committed to providing excellence in education and high quality services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable and best applicant for all vacant positions.

The following recruitment and selection policy has been designed to provide MMS with a transparent, flexible, merit-based framework for recruiting the best staff possible who hold all qualifications currently required, Montessori qualifications where appropriate, wider world experience and to ensure that all staff comply with the current legislation to provide a child safe environment.

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our school understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from diverse backgrounds, including indigenous peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability. We appoint staff with diverse backgrounds to support our values, current and future goals.

## SCOPE

This policy applies to the hiring of all staff; those who run after school activities and contractors.

### **A: LEGISLATION AND STANDARDS**

### **B: DEFINITIONS**

### **C: PROCEDURE**

- C1.** Permanent positions, including fixed term employment
- C2.** Casual employment
- C3.** Volunteer Engagement
- C4.** Contractor Engagement

### **D: SOURCES**

### **E: POLICY and PROCEDURE LINKED WITH**

### **F: APPENDICES**

## **A: LEGISLATION AND STANDARDS**

- Crimes Act 1958 (grooming)
- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011 (NSW)
- Education and Training Reform Act 2006
- Equal Opportunity Act 2010
- Fair Work Act 2009
- Ministerial Order No 870 (Child Safe Standards)
- Privacy and Data Protection Act 2014
- Working with Children Act 2005
- Working with Children Regulations 2016

## B: DEFINITIONS

**Child-Connected Work** means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

**Child Safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

**Personnel File:** A comprehensive record of employment, containing past and present information, of any persons employed at MMS. All staff have a personnel file, including any person who is employed or appointed to work at MMS (whether or not the person cares for or educates children). This is different to a Staff Record, see definition *Staff Record*.

**Police Records Check:** A full-disclosure, Australia-wide criminal history record check issued by Victoria Police (refer to Sources), or by a police force or other authority of a state or territory, or the Commonwealth. It may also be referred to as a Criminal History Record check or National Police Certificate)

**Responsible Person:** The Approved Provider (the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or Certified Supervisor who has been placed in day-to-day charge of the service in accordance with the National Regulations. *This applies only to the Early Learners Room and Cycle 1 at the Brighton campus.*

**Staff Record:** A record which the Approved Provider of a centre-based service must keep containing information about the Nominated Supervisor, the Educational Leader, staff, volunteers, students and the Responsible Person at a service. Details that must be recorded include qualifications, training and the Working with Children Check (Regulations 146–149) and Victorian Institute of Teaching (VIT) Registration. *This applies only to the Early Learners Room and Cycle 1 at Brighton campus (see "Brighton Staff Records Policy & Procedure"). This is different to a Personnel File, see definition **Personnel File**.*

**School Environment** means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- a campus of the school
- online school environments (including email and intranet systems)
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

**School Staff** means:

At MMS this means an individual working in our school environment who is:

- directly engaged or employed by the school governing authority
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)

**Working With Children Check (WWC):** The check is a legal requirement for those undertaking paid or voluntary child-related work in Victoria and is a measure to help protect children from harm. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. A WWC check card, notice or document (valid for five years), is granted to a person under working with children legislation if:

- they have been assessed as suitable to work with children
- there has been no information that, if the person worked with children, they would pose a risk to those children
- they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

## C: PROCEDURE

In a Montessori school, trained Montessori personnel are difficult to find, and so it is important to have succession planning in place at all times, whenever possible. With this in mind, the trialling of student

teachers, potentially suitable relief teachers and assistants or volunteers must be carried out whenever possible. This means that potential candidates for the major situations in the school, teachers and assistants, are being actively sought all the time. Whilst succession planning is encouraged, such individuals will still be required to apply for vacancies to be considered for the role and will be assessed through our merit based selection process.

### **C1 Permanent Positions, including Fixed Term Employment\*:**

As soon as it is known that a position will become vacant, a transparent process will be undertaken. This process includes the following stages:

1. The position will be advertised on MMS website (Employment Page and link to this promoted on MMS Broadsheet) and one or more websites as appropriate, such as the MAF website for Montessori trained personnel, or SEEK, providing a description of the position vacant. All advertisements must be approved by the Principal.
2. All permanent remunerated positions will have a position description, including job responsibilities and duties.
3. Written notice (letter or email) of acknowledgment will be sent to all applications prior to the short-listing of suitable applicants.
4. All applications received will be read by the Principal or delegate and a short list selected of potential candidates who have all the necessary qualifications, sufficient experience, plus wider world experience where possible.
5. Applicants who are deemed not suitable to be short-listed for an interview will be notified by letter or email that their application has been unsuccessful. If the applicant is an existing employee it is important that a verbal notification/conversation is held to explain reasons why their application is unsuccessful. This verbal notification would then replace a written notification.
6. The short-listed candidates will then be interviewed by the Principal and Deputy Principal or delegate where possible. If this is not possible, then an alternative person or occasion will be organised.
7. An appropriate interview and selection process will be decided based on the role being recruited for, and will be decided before interviews begin. The Principal will decide on the appropriate interview/selection process to be undertaken and in some cases this will be discussed with the Board, as deemed appropriate.

As an example, the interview/selection process for an Assistant position may include one formal interview and one interview with the Classroom Teacher. While the interview/selection process for a Cycle 4 Teacher position may include additional questions before short-listing, one formal interview with the Principal and Deputy Principal plus one panel interview with other Cycle 4 staff.

8. Generally interviews for a Certificate 3 position can be conducted by the Principal. Interviews for all higher level positions are conducted by the Principal and at least one other suitable employee (example Deputy Principal, Business Manager or HR Officer).

It is important that each member of the selection process focus only on the necessary skills and abilities required to fulfil the position vacant.

9. **All applicants will be treated with respect throughout the recruitment process including:**
  - A consistent process will be applied to all candidates. This includes assessing any applicant's suitability (whether they be known or not known to the school) using the same merit-based selection criteria (see point 10) and the shortlisting process for the particular position (point 7 and 8).
  - Provision of sufficient information given to applicant about the position including a Position Description (provided upon request or otherwise made available), the interview process, the campus location, employment status (eg if part-time identifying the employment fraction or hours)
  - Candidates will be informed if the recruitment process differs from what was previously explained to them, or if the process chosen differs from commonly accepted practices
  - Provision of information about whom to contact regarding questions about the role and exact process
  - Assurance that personal documentation is held in confidence and securely kept
  - Provision of access to feedback

10. **The selection criteria** will be decided prior to interviewing, and will be consistently applied for each applicant interviewed. It is essential in a Montessori school that personnel meet the criteria of our Staff Charter and that the unspoken curriculum they teach matches with our values and methodology.

The **merit-based selection criteria will focus on the following:**

- Identification/demonstration of essential values and attitudes, suitable practice and motivation to work at MMS
  - Demonstration of a strong understanding of curriculum / role specific practice
  - Technical knowledge (as considered appropriate for the role eg behaviour management for a teacher role or payroll processing for payroll role)
  - Wider world experience beyond the job-specific training
  - The provision of satisfactory evidence of the holding of all necessary qualifications and/or registrations, including training certificates. As an example the successful candidate for a teacher role must provide the following: VIT card, copies of educational qualifications such as a four year degree, a Montessori diploma or degree and First Aid certificates.
  - Option for other criteria as deemed necessary for the particular role. Note: this must be decided before interview for the position
11. The preferred candidate will be required to provide the names of three referees. A minimum of two reference checks will be conducted. Only when a minimum of two positive assessed reference checks have been concluded can the final preferred candidate be offered the position.
12. Once the position has been accepted verbally a Contract of Employment and new starter pack needs to be sent out via email or mail. (see Appendix 2 about new starter pack).
13. All candidates interviewed but considered unsuccessful must be notified as soon as possible and feedback from one of the interviewers will be offered.
14. Basic records of the recruitment process are to be maintained for a period of one year. Such records should include information about position description advertised, applications received (including applicants' names, addresses and contact numbers), a list of applicants short-listed and interviewed, and a record that applicants have been notified of outcomes.
15. Prior to commencing employment all staff must:
- Provide a WWC check or VIT card, along with another form of personal ID
  - Provide satisfactory evidence of holding necessary qualifications and/or registrations, and mandatory reporting e-learning module
  - Provide First Aid training certificates, as deemed appropriate
  - Return completed new employee documents ie an Employee Details Form, Tax File Declaration Form, Superannuation form, to ensure all appropriate documentation has been finalised.
  - Have a Personnel File prepared – see Appendix 3
  - For Cycle 1 or Early Learners' staff, a Staff Record must be created.
16. An induction plan prepared and communicated where appropriate.  
The Principal is to ensure there is an induction process for all new staff, casual and relief staff. Through the induction process, information must be provided on: OH&S, MMS Operations and expectations including Code of Conduct, MMS Child Safe practices, Privacy & Confidentiality, MMS values and how to access MMS policies and procedures and provide an understanding of the Montessori philosophy. Induction commences on the staff members first day of employment and the full induction checklist should be finalised within the first week of employment.

\*The HR / Admin personnel who are responsible for or assisting the recruitment process or onboarding stages can review more details in the Human Resource Procedure Manual.

### Parent Applications

A parent is always welcome to apply for a position vacant. They will be treated in the same way as any other applicant and need to be aware that all positions filled are filled following the same selection criteria and process as for all potential candidates.

## C2. Casual Employment\*

MMS uses casual employment where work is to be performed on an ad hoc basis over an undefined period of time.

- Preferably, these individuals are sourced from a pool of previously known, Montessori-trained, relief staff who have worked at MMS or, if none are available from the pool, from a professional employment agency. At a minimum they will need to hold a WWC check or VIT Registration depending on the position, suitable qualifications to work in that position.
- See Appendix 3 – Personnel File, to find out what needs to be stored in a personnel file for casual staff.
- Casual staff members are paid per hour, receive a loading and can be engaged on a temporary basis. Considerations for engaging as a casual are outlined in Melbourne Montessori School Enterprise Bargaining Agreement.
- Casual staff will receive an induction on their first working day at MMS.

The Principal is to ensure there is an induction process for all new staff, casual and relief staff. Through the induction process, information must be provided on: OH&S, MMS expectations including Code of Conduct, Child Safe Policy, Privacy & Confidentiality, MMS values and who they report to whilst working at MMS and an understanding of the Montessori philosophy where possible.

\*The HR / Admin personnel who are responsible for or assisting the recruitment process or onboarding stages can review more details in the Human Resource Procedure Manual

## C3. Volunteer Engagement\*

MMS has a vibrant, enthusiastic and valued volunteer contribution. It is a rich part of our community spirit and creates a happy and positively connected Montessori environment for our children.

Volunteers include parent helpers, student placements, people visiting for classroom professional development observations, and any persons engaged to participate in a program or event MMS is organising either to benefit students or school overall. This includes anyone involved in child connected work for the school.

**At NO time is a volunteer to be left alone with a child.**

ALL persons involved in child-connected work for the school must be informed about the school's obligations regarding making a safe environment for them and our children. Therefore the volunteer must be provided with the following:

- MMS Code of Conduct
- Applicable MMS policies and procedures including MMS child safety practices
- Provided an induction applicable to their engagement. An induction checklist must be stored in the Volunteer folder)
- A copy of WWC card or Police Records Check must be stored in volunteer folder
- A copy of photo ID stored in volunteer folder
- MMS must make reasonable efforts to gather, verify and record the following information about a person whom MMS proposes to engage to perform child connected work. This must include
  - WWCC or current Police Records Check
  - Proof of personal ID
  - Person's history of work involving children
  - Suitable reference that address the persons suitability for the job and working with children (this could be noting on file the referral point to engage such person)

\*The HR / Admin personnel who are responsible for or assisting the recruitment process or onboarding stages can review more details in the Human Resource Procedure Manual

According to the *Working with Children Act 2005* some people doing child related work are exempt and do not need a WWCC. Parents and family members closely related to children attending the school/service are exempt from needing a WWC Check. However MMS may decide, as a demonstration of duty of care, that all parents/guardians who volunteer at the service are required to undergo a WWC Check.

#### **C4. Contract Engagement**

Contractors are external, specialist people sourced to temporarily work for MMS to perform a specific task or manage a certain project. They are paid through our accounting channels (rather than payroll) and engaged in tasks or projects such as a cleaning, building works, specialist subject matter experts and a nurse engaged to administer flu vaccinations. They forward invoices to the school for payment. Sometimes there will be a Service Agreement or Contractor Arrangement in place as such that in place for our campus outsourced cleaner. However in some cases a one-off engagement for fee is agreed as such when a plumber is contracted to fix a leaking pipe of which invoice for service is organised.

All contractor matters are handled by the Principal or Business Manager or a Member of the Board. When deciding on a contractor, the following list of considerations apply:

- Impact of school operations when agreeing to organise specific works
- Declaration of conflict of interest
- Any service agreement or contractor arrangements stored securely in Business Manager office
- Copy of WWC card or Police Check to be stored for any workers who work on either campus during school activities (including before and after school activities)

#### **D: SOURCES**

- Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Working with Children Check unit, Department of Justice – provides details of how to obtain a WWC Check: [www.justice.vic.gov.au/workingwithchildren/](http://www.justice.vic.gov.au/workingwithchildren/)
- Victoria Police – National Police Record Check: [www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)
- Victoria Institute of Teaching – Registration: <http://www.vit.vic.edu.au/registration/apply-for-registration/Pages/default.aspx>
- Working with Children Check forms and instructions are available from the Victorian
- Department of Justice website at [www.justice.vic.gov.au/workingwithchildren/](http://www.justice.vic.gov.au/workingwithchildren/)
- Police Records Check (National Police Record Check) forms are available from the
- Victoria Police website at [www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)
- Victoria Institute of Teaching – Registration: <http://www.vit.vic.edu.au/registration/apply-for-registration/Pages/default.aspx>

#### **E: The Staff Recruitment Policy is LINKED WITH the following MMS policy or procedure documents**

Qualified Staff Policy  
Code of Conduct Policy  
Child Safe Policy  
Privacy & Confidentiality Policy  
Supervision of Children Policy  
Brighton Staff Records Policy & Procedure  
HR Procedure Manual  
Induction Checklist  
Recruitment Checklist

**F: APPENDICES****APPENDIX 1– New Starter Pack**

Content to be provided in new starter pack

- Contract of Employment
- Staff Handbook
- Code of Conduct
- Privacy & Confidentiality Policy
- Child Safe Policy and Statement of Commitment
- Confirmation how to access MMS Enterprise Agreement (provide link to web page)
- New Employee Details page (two pages)
- Tax File Declaration Form
- Superannuation Form
- Fair Work Statement (legislated requirement)
- Introductory to Montessori Education Article

\*The HR / Admin personnel who are responsible for or assisting the recruitment process or any onboarding stages can review more detail about this process in the *Human Resource Procedure Manual*

**APPENDIX 2 – Personnel File**

A personnel file is a comprehensive record of employment, containing past and present information, of any persons employed at MMS. All staff have a personnel file, including any person who is employed or appointed to work at MMS (whether or not the person cares for or educates children)

**List of what needs to be included in the personnel files of permanent employees, or those offered fixed term employment:**

- Signed contract of employment
- New Employee Data Form
- CV or Job Application
- Completed references (minimum of 2) – which include child safety questions
- Police Record check or WWC card or copy of VIT card
- Certified or verified original copies of qualifications
- Copy of training certificates as appropriate e.g First Aid certificates
- Returned Privacy & Confidentiality acknowledgement (if not in contract of employment)
- Returned Child Safe Policy Agreement Form
- Acceptance of Code of Conduct
- Completed induction checklist

**List of what needs to be included in the personnel files of casual relief staff:**

If put on the payroll following will be required, stored in CRT filing cabinet:

- New Employee Data Form
- Resume
- Completed references or details of who has referred them
- Police Records Check or WWC card or copy of VIT card
- Certified or verified original copies of qualifications
- Returned Privacy & Confidentiality acknowledgement
- Returned Child Safe Policy Agreement Form
- Acceptance of Code of Conduct
- Completed induction checklist

**If CRT is from Recruitment agency, they are paid via invoice and only the following is required, stored in appropriate HR file:**

- Photocopy of VIT card or WWC card
- Photocopy of other photo ID

Remember: Personnel files are highly confidential and must be stored in a secure location. They should not should not be given to any unauthorised persons or removed from the Finance/Principal/Business Manager office, and never removed from campus unless for archiving purposes.

**ARCHIVED** Personnel Files: HR to document MMS process.