



McAuley Catholic Central School

Employment - Working With Children Check

EMPLOYMENT POLICY

Purpose

This policy outlines the procedures associated with the appointment of teachers to Continuing Employment Status positions, Temporary Status positions and Casual positions.

The Director of Catholic Education (CE) has responsibility on behalf of the Trustees of the Roman Catholic Archdiocese of Canberra and Goulburn for the employment of staff engaged in Archdiocesan system schools. Whilst Senior CE Staff, Principals, School Executive Staff, Parish Priests and Parent Representatives are involved in the selection process for teachers and in recommending appointments, it remains the sole responsibility of the Director of the CE to make appointments in line with the procedures established within this policy.

Definitions

Continuing Status Teacher: A Continuing Status Teacher means a person employed as such on an on-going basis to assist the Principal in the work of the school. Teachers granted continuing status in an Archdiocesan system school, will be appointed to a school and shall have continuing employment as a teacher with the system subject to the Redeployment Policy, the Redundancy Policy or the Teacher Exchange program.

Temporary Status Teacher: means a teacher employed to work full-time or part-time for a specified period, which is greater than four school weeks. Teachers must be advised in writing that their position is temporary.

A temporary status teacher may be appointed to a series of different temporary positions either within the school or at another Archdiocesan school immediately following the cessation of a prior temporary appointment.

Casual Status Teacher: means a teacher engaged by the day or by the half day (being fifty per cent of the scheduled teaching day).

Roles and Responsibilities

The Director:

- Reserves the right to fill an existing vacancy, or a newly created position, with a redeployment or transfer consistent with those policies to address particular needs within System Schools.
- Approves/rejects recommendations for continuing status appointment.
- Makes the offer of appointment for continuing status appointment

Human Resources Services:

- Has the delegated authority to approve and make the offer of appointment for Temporary Status appointment.
- Sends letter of appointment to the successful candidate (Continuing, Temporary and Casual) to take up duties and cease employment on agreed dates

- Inform the Principal once an offer of employment has been made and accepted
- Facilitates redeployments
- Prepares appointment notices and emails to candidates

School Services:

- Assists schools with advertising of positions against allocations
- Endorses recommendations of employment (continuing and temporary) for approval by Director of CE
- Assists Principals with submitting required paperwork Principal and/or their delegate

Principals:

- Immediately notifies School Services of all vacancies at the school
- Determines the selection criteria
- Determines advertising requirements i.e. whether a position is to be advertised internally or whether external advertising is required i.e. Teachers on the net
- Chairs the selection panel or appoints a delegate
- Appoints the other members of the selection panel (see section 3 for policy on the composition of the panel), taking care to ensure a reasonable gender balance of panel members. Provides a complete list of applicants to the selection panel
- Considers applications from system teachers with continuing employment status ahead of other applications
- Shortlists applicants with the selection panel and invites the applicants to interview
- Notifies applicants who have not been shortlisted in writing
- Sends the panel's recommendation for appointment and interview papers of the successful candidate to ceo_registry@cg.catholic.edu.au
- Retains interview notes and papers from the unsuccessful candidates at the school for a period of 12 months
- Advises the successful candidate after the Director has approved the appointment

(School Services are responsible for advising the school the appointment has been approved)

- Advises unsuccessful applicants by phone before the successful candidate is announced
- Conveys written advice of the interview outcome to all candidates as soon as possible
- Conducts referee checks of previous employers
- Is responsible for the System Interview and sighting originals of qualifications and documentation

- Ensures at least 3 applicants (if applicable) are selected when interviewing for a position longer than 1 term
- Ensures that Panel members see all the applications and approves the short list of applicants to be interviewed
- Determines an interview plan with other members of the panel
- Obtains referee reports before the interview. Referees should include the Parish Priest and either two employers or one employer covering the last 7 years
- Provides the panel with oral reports from the Parish Priest and employer/s at the time of the interview, even where written reports have been provided
- Reads the procedures on providing feedback and provides feedback as appropriate in accordance with this policy. For example, note the obligation to keep the panel's discussions confidential.
- Must declare conflicts of interest and must maintain confidentiality
- May recommend an appointment for 1 term or less from the Casual Relief System without conducting interviews
- Conduct WWCC – checking teacher number and expiry date

McAuley Catholic Central School follows the staff employment procedures outlined in the Catholic Education Handbook available on their website. The principal conducts online checking of WWCC for all staff employed, with WWCC number, expiry date and date number is checked, recorded on the CE Recommendation Form.

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| Approved by: | McAuley Executive |
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