

PADUA COLLEGE LIMITED
ACN 072 693 700 ABN 20 072 693 700

Policy Title	Version Number	Date Issued
Teacher Recruitment Policy	1.0	February 2006
		Reviewed April 2010 June 2015

INTRODUCTION

Padua College is a Year 5-12 Catholic all boys day school conducted by the Franciscan Friars.

From time to time vacancies arise for positions throughout the College as a result of resignations, re-structuring, increased enrolment and staff movement. In these cases it will be necessary to recruit staff to fill the vacant positions.

POLICY STATEMENT

It is the policy of Padua College to recruit, induct and appraise staff in a manner which complies with the educational philosophy of the school. All processes regarding the recruitment of staff will be open and comply with all relevant legislation.

PURPOSE

This document outlines policy guidelines and procedures for the application of a teaching position at Padua College.

The aim of this policy is to provide a procedure for the filling of vacant teaching positions at the College.

SCOPE

This policy applies to all those seeking employment as a teacher at Padua College.

PROCEDURE

- a) Following the resignation or successful application for leave of a member of the teaching staff or other rationalisation of the teaching staff, the Vice Rector Administration may advise the Rector of the need to advertise the existence of a vacant position at the college in the relevant media.
- b) An advertisement is prepared by the Rector outlining the position, relevant employment details and a closing date for applications.
- c) Upon reaching the closing date for applications a short list of applicants will be prepared and interviews arranged.
- d) Interview Panels will be formed as appropriate to the position being filled:

For a classroom teaching position the interview panel will consist of the Rector, a Vice Rector and a relevant Head of Curriculum.

For a middle management position the interview panel will consist of the Rector, and at least two Vice Rectors (to be chosen relevant to the position).

For a senior management position the interview panel will consist of the Rector, the Chair of the Board of Directors of Padua College Limited or his or her nominee, a Vice Rector and any person who, in the opinion of the Board, may add value to the interview process.

- e) Upon completion of the interviewing process the interviewing panel will decide upon a successful candidate and following relevant professional and criminal checks an offer of employment will be made by the Rector.
- f) Acceptance of an offer of employment will be finalised by the return of a signed Statement of Principles for Employment in a Catholic School to the Rector.
- g) All new staff will be put through an induction process overseen by the Vice Rectors Formation and Administration. Explanations of the Franciscan ethos (Padua culture), role descriptions, entitlements and mentoring will be part of the induction process.
- h) All new staff will be subject to the College appraisal process that is applicable to all staff. Appraisal processes are conducted, at least, biennially or more frequently if required.