**ARDMONA PRIMARY SCHOOL**

**RECRUITMENT POLICY**

Rationale:

• Successful recruitment strategies build staff morale, bring new ideas, respond to the needs of students, and help to provide a strong and diverse staff.

Aims: • To assist in the ongoing development of staff via targeted and successful recruitment.

Implementation:

• All recruitment at our school will be consistent with Department of Education and Training and Merit Protection Boards requirements.

• We develop Selection Criteria and advertisements which clearly demonstrate our commitment to Child Safety and an awareness of our social, ethical and legislative responsibilities

• We carry out reference checks to ensure we are recruiting the right people. • All staff will undertake Merit Protection Boards training.

• All leadership personnel will undertake professional development from private sector providers in staff recruitment and personnel selection.

• A wide variety of staff will be used on selection panels.

• All vacancies will be advertised in metropolitan and local newspapers as well as the Victorian School News.

• Positive, team orientated staff with high levels of enthusiasm are recognised as highly sought after recruits.

• It is recognised that staff from a variety of social, ethnic, cultural, religious and educational backgrounds bring with them a rich mixture of skills and experiences.

• The school’s workforce plan will be a transparent and accessible document that reflects student needs, charter priorities and budget realities.

• The Principal in consultation with the Consultative Committee, the School Council and all staff will develop the workforce plan.

• The workforce plan will be considerate of non-traditional teaching and non-teaching staffing combinations.

• Flexible work options will be explored and implemented where appropriate.

• The school will be receptive to graduate teachers and graduate recruitment programs. • All recruited staff will undertake a significant induction program.

• Mentoring will be a feature of our staff development program. Key Link: Ardmona Primary Child Safe Policy and Code of Conduct Evaluation:

• To be reviewed annually as part of the school’s three-year review cycle.

Ardmona Primary School Policies RATIFIED BY ARDMONA P.S. SCHOOL COUNCIL June 2018