

# HIGHVIEW COLLEGE STAFF WELLBEING POLICY

**Person Responsible – Executive**

(Reviewed in even years)



Policy developed by Jenny Wardrop – 2012  
Updated by Melinda Scash – 2016  
Updated by Melinda Scash – August 2018  
Due for Review – March 2020

## **Rationale**

Highview College recognises that the current demands of working in a school can be significant and are increasing. There is acknowledgement that some level of stress is unavoidable and not necessarily a health risk. There is also acknowledgement that everybody faces social, emotional or mental health problems at some time in their lives. Each individual is primarily responsible for their own health and wellbeing.

The Serenity Prayer or prayer of peace:

*God grant me serenity to accept the things I cannot change; the courage to change the things I can and the wisdom to know the difference.*

## **Aims**

- To continue to place value on the Pastoral Care element of the College
- To acknowledge that duty of care extends to mental health as well as physical health at work
- For all staff to act as carers to one another
- To build and maintain staff morale at a high level
- To promote and foster staff wellbeing by continuing to create and increase programs that assist in this area
- To help each other cope and thrive in our profession
- To recognise that there are times when staff may struggle

## **Specific Advice**

**APPENDIX 1** – The Role of the Senior Executive Team in Staff Welfare

**APPENDIX 2** – Programs to enhance staff moral and provide a positive environment

**APPENDIX 3** – Individual Responsibility for Wellbeing

**APPENDIX 4** – Advice to new graduates

**APPENDIX 5** – Staff Consultative Committee

**APPENDIX 6** – Teachers Directed Hours

**APPENDIX 7** – Positions of Responsibility

**APPENDIX 8** – Professional Mentoring

**APPENDIX 9** – Recruitment & Selection

**APPENDIX 10** – Staff Acknowledgement when Leaving

## APPENDIX 1 THE ROLE OF THE SENIOR EXECUTIVE TEAM IN STAFF WELFARE



The Executive has a shared responsibility to make Highview College a workplace that maintains and promotes the health and wellbeing of employees.

- To provide all staff with access to members of the Senior Executive Team to voice concerns
- To provide all staff with clearly defined position descriptions and professional expectations
- To keep staff informed of decisions, successes and achievements
- To provide all staff with opportunities for Professional Learning
- To endeavour to generate a supportive team culture
- To promote staff wellbeing as a shared responsibility between all staff and the individual
- To provide extra support for Graduate Teachers and those new to the school
- To ensure that all staff have access to the Director of Pastoral Care for advice, assistance or informal counselling, when needed
- To encourage anyone feeling overwhelmed, stressed or not coping to seek help (this could be by bringing the situation to the attention of the Director of Pastoral Care or Director of Professional Practice)
- To provide avenues for professional support (including counselling if necessary)
- To ensure that all meetings have a clear purpose, a well-planned agenda, a time limit and are effectively chaired
- To bring to the attention of all staff at the beginning of each relevant policies designed to ensure wellbeing
- To regularly disseminate 'Happy Schools' advice

## APPENDIX 2 PROGRAMS TO ENHANCE STAFF MORALE AND PROVIDE A POSITIVE ENVIRONMENT



- Recognition of every staff member's birthday with a cake and 'Happy Birthday' sung at morning tea (on an 'opt in' basis)
- Other special occasions recognised with a shared morning tea or lunch (such as engagements, weddings, the birth of babies, retirements and farewells)
- A support group, which provides meals for those who need assistance at a particular point in time
- Flowers sent to those on the death of a close family member
- Some staff always try to attend funerals of the loved ones of our colleagues (close family)
- Cards sent for other important occasions
- Staff Christmas Dinner
- Staff Association and social events run after school – the aim being for one per term
- Staff Consultative Committee
- Staff afternoon tea on Parent/Teacher/Student evenings
- Recognition of academic achievements/degrees earned while employed (please advise Executive)
- Recognition of years of service
- The cultivation of a 'safe atmosphere to share'
- Random acts of kindness



## APPENDIX 3 INDIVIDUAL RESPONSIBILITY FOR WELLBEING

- Positive Self Talk
- Acceptance – that we are all different and have different approaches, which are not necessarily wrong
- Exercise helps deal with stress – do what suits you
- Relaxation and Meditation may help
- Eat healthily
- Listening to music / watch a movie / read a book
- Take a break – head down the street a lunch time or walk around the block
- Do something nice for someone else
- Treat yourself
- Avoid catastrophizing
- Seek help

## SELF-HELP PHONE LINES AND LINKS

Emergency – ambulance, fire, police. Call triple zero (000)

Call 112 as a secondary emergency number when calling from your mobile phone in Australia. When you are overseas you can also use 112 to be connected to local emergency services.

There are many organisations that provide telephone advice and counselling. As well as helping you in a crisis, telephone counsellors can provide you with information and a list of other organisations that may be able to help you.

	<b>Tel.</b> 1800 858 858 <a href="http://gamblinghelponline.org.au">gamblinghelponline.org.au</a>
Beyondblue info line	1300 22 4636 <a href="http://www.beyondblue.org.au">www.beyondblue.org.au</a>
Victorian Poisons Information Centre	<b>Tel.</b> 131 126 <b>Hours</b> 24 hours, 7 days a week <b>Website</b> <a href="http://www.austin.org.au/poisons">http://www.austin.org.au/poisons</a>
Victorian State Emergency Service	<b>Tel.</b> 132 500 <b>Hours</b> 24 hours, 7 days a week <b>Website</b> <a href="http://www.ses.vic.gov.au">http://www.ses.vic.gov.au</a>
NURSE-ON-CALL	<b>Tel.</b> 1300 60 60 24 <b>Hours</b> 24 hours, 7 days a week <b>Website</b> <a href="http://www.health.vic.gov.au/nurseoncall/">http://www.health.vic.gov.au/nurseoncall/</a>
Maternal and Child Health Line, Victoria	<b>Tel.</b> 132 229 <b>Hours</b> 24 hours, 7 days a week <b>Website</b> <a href="http://www.cyf.vic.gov.au/maternal-child-health/telephone">http://www.cyf.vic.gov.au/maternal-child-health/telephone</a>
St Kilda Crisis Contact Centre	<b>Tel.</b> (03) 9536 7777, or toll free for country Victoria 1800 627 727 <b>Hours</b> 10am to 12 midnight, 7 days a week
Lifeline	<b>Tel.</b> 13 11 14

	<b>Hours</b> 24 hours, 7 days a week <b>Website</b> <a href="http://www.lifeline.org.au">http://www.lifeline.org.au</a>
Suicide Line	<b>Tel.</b> 1300 651 251 <b>Hours</b> 24 hours, 7 days a week <b>Website</b> <a href="http://www.suicideline.org.au">SuicideLine</a>
Women's Information Referral Exchange (WIRE)	<b>Tel.</b> 1300 134 130 <b>Hours</b> 9am to 5pm, Monday to Friday <b>Website</b> <a href="http://www.wire.org.au">http://www.wire.org.au</a>
Men's Referral Service	<b>Tel.</b> (03) 9428 2899, 1800 065 973 <b>Hours</b> 12noon to 9pm, Monday to Friday <b>Website</b> <a href="http://www.mrs.org.au/">http://www.mrs.org.au/</a>
Parentline	<b>Tel.</b> 132 289 <b>Hours</b> 8am to midnight, Monday to Friday 10am to 10pm, Saturday and Sunday <b>Website</b> <a href="http://www.parentline.vic.gov.au">http://www.parentline.vic.gov.au</a>
Kids Help Line	<b>Tel.</b> 1800 551 800 <b>Hours</b> 24 hours, 7 days a week <b>Website</b> <a href="http://www.kidshelp.com.au">http://www.kidshelp.com.au</a>
Centre Against Sexual Assault (CASA) Counselling and Support	<b>Tel.</b> (03) 9635 3610 <b>Hours</b> 24 hours <b>Website</b> <a href="http://www.thewomens.org.au/SexualAssault">http://www.thewomens.org.au/SexualAssault</a>
Gamblers Help	<b>Tel.</b> 1800 858 858, TTY 1800 777 706 <b>Hours</b> 24 hours, 7 days a week <b>Website</b> <a href="http://www.problemgambling.vic.gov.au/immediate-help">http://www.problemgambling.vic.gov.au/immediate-help</a>
Bereavement Information and Referral Service	<b>Tel.</b> 1300 664 786 <b>Hours</b> Monday to Friday from 9am to 5pm <b>Website</b> <a href="http://www.grief.org.au">http://www.grief.org.au</a>
Gay and Lesbian Switchboard Victoria	<b>Tel.</b> (03) 9663 2939, 1800 184 527 <b>Hours</b> 6–10pm every day except Wednesday 2–10pm Wednesday <b>Website</b> <a href="http://www.switchboard.org.au/">http://www.switchboard.org.au/</a>
Alcohol and Drug Information	VIC - 1800 888 236
The Cancer Council Helpline	<b>Tel: 13 11 20</b> <b>Hours</b> Monday to Friday, 9.00am to 5.00pm



## APPENDIX 4 ADVICE TO NEW GRADUATES

Whether you are a mature age graduate or not, teaching is demanding and it takes time to become experienced. You also have the VIT Project to complete in your first few years to achieve full registration as a teacher.

Your wellbeing is critical. A positive teaching experience is more likely when you limit any extra duties while you build your classroom teaching experience.

The load of graduate teachers is reduced by one lesson per week. Additional leave is available to graduate teachers on a needs basis. Please speak with your Head of Department or contact the Director of Professional Practice or the Principal if you feel you need any support.

While we want you to be fully involved in the experience of teaching, all graduate teachers are strongly dissuaded from taking on unnecessary responsibilities in the first few years of teaching, particularly while provisionally registered.



## APPENDIX 5 STAFF CONSULTATIVE COMMITTEE POLICY

### **Purpose of the Highview Staff Consultative Committee**

A key role of the Consultative Committee is to facilitate open communication with staff. It will act as a forum through which staff is invited to raise ideas and issues. The Consultative Committee serves an operational purpose.

The Principal is charged with implementing the Strategic Vision of the Board and staff understand that there may be times when decisions are made which may:

- Require confidentiality
- Be more pertinent to negotiations with the EBA Panel
- Not be supported by all staff

The purpose of this Consultative Committee is not to control decision making at a leadership level but rather to:

- Maximise productive dialogue between Executive and staff
- Facilitate opportunities for sharing of information and
- Ensure that there is a forum through which staff concerns can be discussed and addressed

Personal grievances and complaints should be raised through the 'Grievances and Complaints Procedure', not through the Highview College Consultative Committee.

### **The Highview College Consultative Committee will consist of:**

1. The elected Staff Union Representative (already elected by staff) if there is one
2. A teacher (voted to represent the teachers by teachers)
3. A non-teacher (voted to represent the non-teachers by non-teachers)
4. The Principal
5. Other staff as agreed by the Committee

### **The Highview College Consultative Committee Procedures**

#### **Consultative Committee Representation**

- a) Staff must be nominated by two peers and accept the nomination to be eligible to stand for a position on the Consultative Committee
- b) Accepted nominations will be submitted to the Union Representative. The Union Representative will inform staff as nominations are accepted.
- c) If there is more than one nomination for each position an election will be held
- d) It must be possible for every employee to cast a secret ballot
- e) In the case of an election, non-teachers will cast a vote for their representative and teachers will cast a vote for their teacher representative
- f) A member of staff agreed to by the elected Staff Union Representative and the Principal will count the votes and report the outcome to staff and the Principal
- g) In the case of a tied vote/s the Principal will determine the representative/s on the Consultative Committee
- h) The elected staff will serve a term which concludes at the end of the academic year
- i) Representatives of the Consultative Committee may be nominated again in subsequent years by the staff they represent

- j) In the case of a resignation from the Consultative Committee, nominations will be called for and a new election for that position will be held if necessary. The period of service will conclude at the end of the current academic school year

### **Consultative Committee Meetings**

- k) Agenda items will be required in the week prior to the meeting, so that clarification may be sought if necessary
- l) Items deemed to be personal grievances will not be tabled
- m) The agenda will be circulated to all staff in advance of the meeting
- n) No member of the Consultative Committee will be replaced with a proxy at any time
- o) If one member of the Consultative Committee is absent, the meeting will continue as scheduled without that member of the Consultative Committee present
- p) If two members of the Consultative Committee are absent the meeting will be cancelled and rescheduled
- q) The Consultative Committee may request that other staff attend. Such attendance will be at the Principal's discretion
- r) Meetings will occur as agreed, but generally weekly (subject to the Principal's other commitments at the School)
- s) The Principal will attend all meetings and may bring other relevant staff to the meetings to explain specific issues, as relevant
- t) If the Principal is not able to attend, the meeting will be cancelled
- u) The Principal will not appoint a proxy at any time

### **Consultative Committee Records of Meetings**

- v) Agenda items will be shared with all staff and the Principal, via a blog, on which everyone is invited to comment, at least 3 working days in advance of any meeting
- w) Minutes which outline the main points of discussion and the outcomes will be taken and shared with the committee members for review and confirmation
- x) The Principal will approve the Minutes of Consultative Committee meetings before they are made available to all staff
- y) Minutes will be made available to staff as soon as possible after a Consultative Committee meeting

### **Consultative Committee Review Process**

- z) These procedures will be reviewed at the last Consultative Committee meeting before elections are held at the start of each academic year.

# HIGHVIEW CONSULTATIVE COMMITTEE NOMINATION FORM

## NOMINEE

Name \_\_\_\_\_

I accept the nomination to represent my colleagues on the Highview College Consultative Committee in the position of:

Teaching Staff Representative

Non-Teaching Staff Representative

I understand that, if successful:

- I have a responsibility to consult with the staff group I represent and to faithfully present their points of view, concerns and ideas without prejudice or bias
- The term of this Committee is one academic year
- I will be part of a Committee which aims to promote open communication with the Principal

## NOMINEE

Signature \_\_\_\_\_

## SUPPORTING STAFF MEMBER 1

Name \_\_\_\_\_

Signature \_\_\_\_\_

## SUPPORTING STAFF MEMBER 2

Name \_\_\_\_\_

Signature \_\_\_\_\_



## APPENDIX 6 STAFF DIRECTED HOURS POLICY (TEACHERS)

### **Rationale**

Highview College is committed to supporting staff and ensuring a fair workplace.

### **Aims**

The purpose of this policy is to be transparent in relation to equity and fairness of teaching loads.

### **Implementation**

A teacher's workload is varied and consists of many things, including but not limited to face-to-face teaching, attendance at assemblies, briefings, meetings, yard duties, tutorials, camps, excursions, as well as marking and planning.

A full-time teacher's hours of work are 38 hours per week, averaged over a 12-month period. Accordingly, the hours a teacher is required to work during term weeks may vary depending on the calendar and events of the College in any given week. Given that there will be some non-term weeks where a teacher is not required to perform many duties, there may be other term weeks where a teacher is required to work more than 38 hours.

As a guide only, it is anticipated that regular directed duties will ordinarily not exceed 26 hours per week for a full-time teacher. It is also anticipated that a full-time teacher will work at least a further 12 hours per week of non-directed duties at their own discretion to manage his/her professional responsibilities. There would be some weeks in the College's calendar where it would be necessary for a teacher to work additional hours to accommodate school events.

**Table on next page...**

**Generally a full time teacher's teaching load will not exceed 20 hours per week.**

DIRECTED WEEKLY DUTIES	FULL TIME + DELTA MENTOR	FULL TIME ACADEMIC TEACHER
Academic Lessons DELTA / Whole Living	Academic 16 hours 30 minutes or 22X45min lessons + DELTA 5X10 min Home Group 4X35min DELTA lessons 190 minutes 3 hours 10 mins	Academic Load 18 hours 45minutes or 26X45min lessons  1 Home Group cover 10 mins
Proposed general classroom contact	19 hours 40 mins	19 hours 40 mins
An allowance of 20% is provided on 20 hours contact time (including DELTA)	240 minutes 4 hours	240 minutes 4 hours
Under-allotted 'Teaching' Duties	20 minutes	20 minutes
Total	20 hours	

**Generally 'other' directed duties for a full time teacher will not exceed six hours per week**

Other Directed Duties for all Teachers	
Assembly	35 minutes
Briefing	20 minutes
Staff Meeting	75 minutes
'Other' Meeting	75 minutes (but not required every week)
Yard Duty 3X25minutes	75 minutes
Cover 1X45 minutes	45 minutes
Student Tutorial	25 minutes
Under-allotted Duties	10 minutes
Total	6 hours
<b>Total 'Directed' hours per week</b>	<b>30 hours</b>
<b>Non Directed hours</b>	<b>8 hours</b>
<b>Total</b>	<b>38 hours per week</b>

Where a teacher's teaching load exceeds 20 hours, other duties will be reduced accordingly.

It is worth noting that the Highview EBA describes *'teachers' hours being averaged over a 12-month period'*. This accommodates additional duties routinely undertaken by teachers, such as: Information Evenings, Socials, Presentation Evenings, Tours, Parent Teacher Student Meetings, early starts and/or late returns from excursions, rehearsals, lunchtime practices, meetings with students, resource hunting on weekends, attendance at external functions, etc.

At Highview College a teacher's contribution to camps and Extra-curricular involvement are an expectation of employment.

### **PART TIME TEACHERS**

Part time staff will have their non-teaching duties reduced according to their schedules. The Director of Administration will confirm these variations in consultation with each part time member of the teaching staff.

## **ADDITIONAL ALLOWANCES**

### **PRE-REGISTERED TEACHERS**

Teachers completing their registration will have a minimum of a one-lesson allowance in their first year.

### **COMPOSITE CLASSES**

Composite classes with more than 12 students and more than four students in each year level will receive a one-lesson allowance per composite class.



## APPENDIX 7 STAFF POSITIONS OF RESPONSIBILITY (PORS)

### **Rationale**

To provide clarity for staff in regard to the tenure, process and flexibility of Positions of Responsibility.

### **Aims**

To provide staff with support to pursue responsibilities of interest, which are beneficial to the College.

### **Implementation**

There is a range of Positions of Responsibility at Highview College that are acknowledged, either through time allowances or monetary allowances, or both. The School makes a significant commitment to providing staff with leadership opportunities. All positions are open to all staff with relevant skills and experience. Staff members are also invited to propose projects which they believe will be beneficial to the College.

The specific nature of each role may well change over time and in response to changing priorities, conditions and technologies. Staff holding positions of responsibility will amend position descriptions in consultation with the Principal, to reflect the scope of their tasks. Positions will change, as the talents and expertise of staff change.

All Highview teaching staff accepting Positions of Responsibility retain their status as per their employment contract, whenever they cease that Position of Responsibility.

All Positions of Responsibility will be advertised to existing staff, and may also be advertised externally. Tenures vary. Interviews will be held as necessary. Generally, to allow for timetabling, known positions for the following year will be advertised at the end of Term 2 and applicants advised by the end of Term 3. Where possible, timelines will be shorter.

### **Tenure & Allowance**

The Principal has the discretion to extend the tenure of a Position of Responsibility or to alter the allowance/s as appropriate, prior to and sometimes within the contracted period of a Position of Responsibility, when beneficial to the incumbent or in the best interests of the School. Staff are under no duress to accept a Position of Responsibility. If a preferred candidate decides not to accept a Position of Responsibility, the Position is not automatically awarded to another candidate.

Regardless of the number of times an individual may successfully apply for a Position of Responsibility each role has a short-term tenure and each role is available to all appropriate staff whenever it is readvertised.

## HIGHVIEW COLLEGE POSITIONS OF RESPONSIBILITY SAMPLE

Positions of Responsibility
Director of Pastoral Care
Director of Administration
Director of Professional Practice
Junior School Co-ordinator
Middle School Co-ordinator
Senior School Co-ordinator
Head of The Arts
Head of Technology
Head of English
Head of Humanities
Head of Mathematics
Head of Science
Head of Physical Education
STRIVE Co-ordinator
Sports Co-ordinator
Energy Breakthrough Co-ordinator
Extra-Curricular Co-ordinator
eLearning Co-ordinator
SEQTA Co-ordinator
School Wide Literacy Co-ordinator
University Links Co-ordinator
Pre-service Teacher Co-ordinator
VET Co-ordinator

Some positions are attached to the role a staff member is hired to fulfil. These positions are:

Position of Responsibility
Chaplain
Learning Support Co-ordinator
Music Co-ordinator
Production Director
Careers Co-ordinator



## APPENDIX 8 STAFF PROFESSIONAL MENTORING POLICY

### **Rationale**

All staff new to a school need assistance to understand the unique school culture, expectations, processes and relationships.

### **Aims**

To ensure that new staff are welcomed, extended consideration and support as they settle in to the Highview College family.

### **Implementation**

- New staff will undertake an induction and are assigned a peer mentor/buddy.
- For all new staff commencing at the beginning of the year – the induction process is streamlined and generally precedes the return date for general teaching staff.
- For new staff commencing throughout the school year – induction is facilitated by the Director of Professional Practice (DPP), in conjunction with other relevant staff, such as specific Head of Departments (HODs).
- Induction encompasses the formal introduction to professional processes, classroom management advice, who to seek for specific assistance, policies, technology access, salaries and an orientation to the school environment.
- Induction is the beginning of our orientation process.
- New staff will continue to need support as they adjust to their classrooms, their curriculum and the broader school environment. This is where staff, particularly those within the same departments, are encouraged to extend their professional support.
- Relevant HODs will meet formally and informally with new members of their team.
- Relevant HODs will conduct mutually arranged lesson observations (using an EBO approach) of all new staff within their department.
- The DPP will also meet with each new member of staff in their first term at the College, as well as consult with relevant HODs to monitor the progress of new staff. This consultative process can also determine possible levels of support as needed.
- The Principal is updated regarding the progress of new staff by the DPP. This enables the authorization of any extra support strategies that may need to be offered.
- In cases where extra support is implemented, the progress of the staff member is monitored closely to observe improvement or the need for further strategies to be implemented. In such cases, the Principal is consulted to authorize implementation.

### **Support for Pre-Registered Teachers**

1. New teaching staff that are provisionally registered, and in the process of gaining their full registration with VIT – are also assigned a VIT Mentor to assist them with this specialized process. VIT Mentors are usually a relevant HOD or the DPP.

2. A one lesson allowance applies in the first year of a pre-registered teacher's employment. (for both the PRT and the VIT Mentor)
  - This allows them to meet on a weekly basis to regularly discuss their development.
  - This is a safe and supportive time where concerns, ideas and solution pathways are shared.
  - These collaborative meetings both support and strengthen a PRT's confidence and competence to develop their teaching resources, strategies and skillsets.
  - These meetings also have two more focus areas, as required to gain full registration
    - a. assistance in developing a suitable 'Enquiry Project' as part of their VIT registration process, and
    - b. to evidence and demonstrate the PRT's ability to meet all of the professional teaching standards – as developed by AITSL (also a VIT requirement).
3. VIT studies have shown that there is a concerning turnover of new teachers in the first few years of this profession. They believe that institutions that offer supportive VIT programs are a critical link to improving retention rates.
4. The DPP co-ordinates the VIT Mentoring program and checks regularly with Mentors regarding PRT progress. The DPP can also offer meta- coaching support where and when needed.
5. Once per Term, the school Calendar facilitates a collaborative meeting with all PRT staff, Buddies and Mentors, as part of the Monday meeting rotations. This is led by the DPP and is arranged in a less formal setting to facilitate more open discussions.
6. For purposes of evaluation and developing effective and progressive mentoring support, PRT's are asked to share feedback on the support they have received throughout the year. This is the main topic during the final collaborative meeting, in Term 4. Feedback is noted and can be used to help continue the development of a strong and sustainable support program for Highview.

## APPENDIX 9 STAFF RECRUITMENT AND SELECTION POLICY



### **Statement of Context and Purpose**

Highview College is committed to continuous improvement in the quality of the organisation through the recruitment of high calibre employees at all levels, maintaining a consistent recruitment and selection process that applies the principle of merit based selection. This consists of an assessment of overall level of skill, knowledge, experience and relevant qualifications, in accordance with the requirements of the Position Description.

Highview College is committed to recruitment practices that do not discriminate and are in compliance with all relevant legislation, in particular, Anti-Discrimination laws. All persons undertaking a recruitment process must have sufficient understanding of these laws and must seek appropriate assistance from Highview College to ensure these obligations are met.

Highview College will recruit new employees fairly and on the basis of merit – that is, the person who is the best person for the job.

The purpose of this policy is to establish a recruitment framework that gives effect to these objectives.

### **Application**

This policy applies to all employees entrusted with recruitment for and on behalf of Highview College, as well as applicants.

### **Definitions**

**Recruitment and selection** is the process of defining Highview College's job needs, appropriate candidates, and determining the best candidate for the job.

### **Overarching recruitment principles**

Highview College is committed to applying the following overarching principles throughout the recruitment process:

- **Strategic alignment**

Highview College's recruitment, selection and appointment practices will support the achievement of Highview College's strategic and operational objectives. Decisions to recruit should be made with regard to workforce planning and the goal of improving the performance and standing of Highview College.

- **Merit based**

Highview College's merit based selection methods are to ensure recruitment processes deliver high quality staff and selection decisions that are fair, equitable, transparent and consistent. In this context, merit is defined as the skills, knowledge, qualifications, and previous experience that relate to the requirements of the position.

- **Fairness**

All those involved in the recruitment process should carry out their duties without bias or favouritism. Any potential or perceived conflict of interest between parties in the recruitment process should be declared and is to be avoided, where practicable.

- **Compliance**

Highview College will comply with all relevant federal and state legislation in the recruitment and appointment of employees.

- **Equal opportunity**

Highview College values equity and diversity, and seeks to embody these values in its staff.

- **Efficiency and candour**

Highview College recognises that timely decision-making can be critical in securing the best possible candidate, and all processes should be conducted without undue delay. All applicants should be treated with respect and communicated with in a timely manner throughout the recruitment process.

## **Advertising the position**

### **Position description**

A position description is to be prepared for vacant positions. The position description will describe:

- the nature of the position
- core duties, and
- Highview College's core values

### **Selection criteria**

Selection criteria will be made available to applicants through the recruitment process.

Selection criteria will specify:

- required skills and abilities
- required qualifications, certificates and background checks
- required personal qualities, and
- desired skills and abilities

Selection criteria will be clear, objective, relevant and not in contravention of any relevant legislation.

### **Background checks and required certification**

All appointments will be conditional on the presentation of

- a satisfactory Police Check
- a current Working with Children Check, and
- evidence of registration with the Victorian Teaching Institute (where applicable)

### **Reference checking**

Highview College will require at least two references from former employers from applicants. Permission from the applicants to contact any nominated referees and to perform a full employment background check must be obtained during the interview.

### **Entitlement to work in Australia**

All applicants must provide valid documentation of their right to work in Australia. It is the applicant's responsibility to advise Highview College of visa expiry dates.

An applicant's citizenship or other immigration/visa status will be considered only as required by applicable laws and regulations for employment.

### **Pre-employment medical requirements and health declarations**

Legislation requires that, Highview College must:

- ask the applicant, in writing, to disclose any pre-existing injury or illness that could be affected by the nature of the proposed duties, and
- explain, in writing, to the applicant that a failure to disclose, or a misleading disclosure concerning pre-existing injuries or illnesses may result in a loss of entitlement to workers compensation, should the injury recur

To meet this requirement, new employees (which include ex-employees returning to Highview College) are required to complete a pre-employment health declaration prior to commencing employment.

### **Pre-employment medical assessments**

Highview College may require an applicant to undergo a pre-employment medical assessment.

This will occur if Highview College forms the view that it is prudent to independently confirm a prospective recruit's medical fitness to perform the duties that relate to the role that the prospective employee is applying for. Such an assessment will be conducted by a registered medical practitioner of Highview College's choice.

If the registered medical practitioner is unable to recommend employment of the applicant, Highview College may withdraw the offer of employment (if the offer has already been made).

### **Privacy and confidentiality**

Privacy legislation impacts the entire recruitment process, as applicants may seek to access any information relating to their application. This may include any notes made on their resume, any notes made during their interview and any information recorded after speaking with their referees. All information obtained about an applicant as part of the recruitment process is confidential, and must not be distributed without authority of Highview College. Consent to a

full employment background check should be obtained from a prospective employee at the start of the interview.

### **Communication of policy including key responsibilities**

Highview College will ensure that:

- staff who undertake recruitment activities are reminded of the requirements and protocols of this policy as appropriate, and
- details of the requirements and protocol are part of orientation procedures for new staff, who may undertake recruitment activities.

### **Consequences of a Breach of this Policy**

Highview College emphasises the need to comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment. Employees should refer to the Performance Management, Misconduct and Disciplinary Action Policy.

### **Implications for practice**

#### **At Board / Principal Level**

To properly implement this policy, Highview College, the Principal must ensure:

- that this policy is endorsed every second year
- that copies of this policy are made available to employees and prospective employees, for example on the Highview College website
- that this policy is incorporated into the Board's / Principal's record of current policies
- that this policy is incorporated into Highview College's induction program, to ensure that all employees are aware of the policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
- that periodic training and refresher sessions are administered to all employees in relation to this policy.

#### **At Other Levels**

To properly implement this policy, all Highview College's employees must ensure that they abide by this policy and assist Highview College in the implementation of this policy.



## APPENDIX 10 STAFF ACKNOWLEDGEMENT WHEN LEAVING

In the interests of clarity we acknowledge leaving staff and staff service in different forums and in different ways.

Staff leaving before the conclusion of Term 4 will be acknowledged at the time of leaving. Staff taking leave will be acknowledged at School and noted in the newsletter.

### STAFF ASSOCIATION FUNCTION

At the end of each year, all staff and spouses who wish to attend the staff association function are welcome to attend this self-funded event. RSVPs essential.

### END OF YEAR STAFF FUNCTION

Invited to attend - All staff who:

- worked in Term 4 and have continuing employment at the College
- worked in Term 4 and are not returning the following year (whether on short term contracts or resignations)  
(All other staff are acknowledged through the year)

### AWARDS EVENING

All staff employed at the College and working in Term 4 are required to attend.

The College will acknowledge in a speech, at this function, the staff who are employed on short term contracts (fewer than 12 months) and who worked in Term 4 and who are not returning.

At this function the College will acknowledge, by bringing to the stage and presenting with a gift, the staff who were employed on ongoing contracts or on a minimum 12 month contract and who worked in Term 4 and who are not returning, (regardless of length of employment).