

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.

Review

This policy was approved by School Council on the 27th of October 2021 and scheduled for review in October 2024.



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