


Version: 1	Approved Date: October 2019	 LAKES GRAMMAR AN ANGLICAN SCHOOL
School Contact: Principal principal@lakes.nsw.edu.au Phone: 02-43934111	Next Review: Two years	
Title: <h1 style="text-align: center;">Recruitment and Selection Policy</h1>		
School	In this Policy “ School ” means Lakes Grammar – An Anglican School	

Recruitment and Selection Policy

1. Preamble

- 1.1. Newcastle Anglican Schools Corporation (**NASC**) through its Principal Ordinance (Newcastle Anglican Schools Corporation Ordinance 2016, and subsequent amendments) oversees its Members: Bishop Tyrrell Anglican College; Lakes Grammar – An Anglican School, Manning Valley Anglican College; and Scone Grammar School (collectively **Schools** or, as relevant, **School**).
- 1.2. It is important for the School to ensure that they employ high quality professional staff, preferably of a Christian background.
- 1.3. The relevant Christian Ethos Statement Principle/s applicable to this Policy:

Cultivates wellbeing for all in the school community

Life in all its fullness implies personal wellbeing. NASC Schools provide an environment in which individuals can flourish under God's grace as they contribute to building a healthy school community. A NASC school strives to cultivate a strong sense of belonging to its community.

Serves its Community

In response to Jesus' call to love God and love our neighbour Anglican schools nurture an ethic of service and a commitment to social justice. As stewards of God's creation we also encourage respect for our natural environment. Education for these qualities occurs within the curriculum and is demonstrated in active service, pursuing peace and reconciliation and striving to safeguard the integrity of creation.

2. Purpose and scope

2.1. This Policy applies to the School in its recruitment and selection of staff for positions for a period of greater than 6 months, including ongoing or permanent positions.

2.2. This Policy does not apply to short term or casual positions.

3. Policy Principles

3.1. MEA takes precedence

3.1.1. Any relevant MEA or workplace law has precedence over this Policy, and if there is any inconsistency between this Policy and a relevant MEA or workplace law, the MEA or workplace law applies to the extent of the inconsistency.

3.2. Open and Transparent Process

3.2.1. All positions that are for a period greater than 6 months, including permanent or ongoing positions will be advertised internally.

3.2.2. These positions may be advertised both internally and externally simultaneously.

3.2.3. Recruitment of CEO, Principal or Deputy Principal will be advertised externally.

3.2.4. The School will advertise for a position including:

- (a) A set of core requirements for all staff at the School (which may be further specific for teaching or administrative capability).
- (b) A set of key requirements for the position.
- (c) The requirements for applicants to fulfil in returning an application will be specified, including as applicable any selection criteria to be addressed.
- (d) The process for consideration of all applications, including anticipated timeframes, will be outlined.
- (e) All applications will be acknowledged, and such acknowledgement will provide a timeframe for expected response, after which an applicant can assume they have not progressed.

3.3. Selection Panel

- (a) Prior to consideration of applications received, a selection panel will be identified to advise the appointor on selection of applicants, both for interview, and to conduct the interview and advise on appointment.
- (b) In selecting the number of members for the panel, consideration will be given to:
 - i. The necessary people to have on the panel based on the position reporting lines and significant stakeholders;
 - ii. Ensuring the panel is not too large as to be difficult to schedule times and intimidating for the applicant;
 - iii. Includes gender representation, and where possible, gender balance;
 - iv. Where the position is a senior position, including external members (noting a School Council Member is considered external).

3.4. Shortlisting and Interviews

- (a) A shortlist of applicants will be developed by the selection panel considering:
 - i. The application response and its alignment to the requirements specified in the advertisement;
 - ii. The skills and experience evident in any resume or curriculum vitae and the skills requirement of both the position and the School;
 - iii. The relevant competing merits of the pool of applicants;
 - iv. Selecting for interview a reasonable number of applicants to ensure the position is filled, but to not overburden the panel, or interview applicants unlikely to be considered for appointment.
- (b) For interview, a standard set of questions to be asked of all applicants will be agreed by the panel, and will include:
 - i. A question relating to the belief system and values of the applicant;
 - ii. A question relating to independent education experience of the applicant;

- iii. A question relating to the key competencies of the position.
- (c) Panel members will ask all applicants the same questions, but may explore responses with any applicant as appropriate.
- (d) Where appropriate, applicants may be asked to attend a second interview, which may be conducted either with the same panel, or a different panel, or with the Principal alone.

3.5. Deliberations and Recommendations

- (a) The panel will deliberate 'in camera' and there will be no record maintained of deliberations.
- (b) If the Principal is not a member of the panel, they may elect to attend and be part of deliberations.
- (c) If the Principal is not a member of the panel, they may elect to interview one or more applicants following deliberations and recommendation.
- (d) The recommendation of the panel is not binding on the Principal or other person appointing the successful applicant, and the Principal or other appointor may exercise their discretion in selection of the successful applicant.

3.6. Assessment and Checks

- (a) All successful applicants, prior to appointment to the position, will be assessed as follows:
 - i. A qualification check will be carried out and verified;
 - ii. Where applicable, Working With Children's Checks and Police Checks will be required to be cleared before final appointment;
 - iii. At least two references will be contacted for verification, at least one being a prior supervisor of the applicant.
- (b) Generally, for teaching staff it is expected the Principal will contact and speak directly to the Principal of the School at which the proposed successful applicant was employed. In this regard:

- i. The applicant needs to be aware that this process will take place;
- ii. The applicant may refuse to allow this contact until such time as they have a written offer of appointment that is subject only to verification with the prior Principal;
- iii. The Principal may decide not to contact the immediate prior Principal in circumstance where they believe it would not be beneficial or would prejudice the applicant, including but not limited to where: the applicant provides convincing reasons why this will cause them harm or would not be an accurate reflection of their skills and capabilities; or, the Principal is aware of context where such reference check will not be of value to the recruitment process.

3.7. Conflict of Interest and Related Parties

- (a) A conflict of interest will exist in the recruitment of a person with whom either the Principal, or a person on the selection panel, has a current or past professional or personal relationship with or if they have a vested interest in that recruitment.
- (b) Where the Principal or a member of the selection panel becomes aware of a relationship with an applicant that could be perceived as a conflict, they will declare that potential conflict to the Principal, or in the case of the Principal, to the CEO. The Principal or the CEO (as applicable) will then develop a conflict of interest management plan which may include:
 - i. The conflicted person being removed from the selection panel;
 - ii. Oversight of the process by either someone external to the School (which may be a representative of the School Council or the Board, but could be someone else as appropriate);
 - iii. How any ongoing potential conflict of interest will be managed if the relevant applicant is the successful applicant
- (c) Where the Principal holds the conflict of interest, the conflict of interest management plan must be submitted to the CEO for approval, and must include, if the applicant with which there is a conflict of interest is successful, how any ongoing potential conflict of interest will be managed, including School Council, CEO or Board oversight as appropriate.

- (d) Any appointment of staff where there is a relationship to a senior or executive staff member must be included in the related party transaction register for the School.
- (e) Records that are auditable as to the process undertaken to manage the conflict must be maintained for at least seven (7) years following the selection process, whether or not the applicant to whom the conflict relates is successful.

3.8. Appointment

- (a) The appointment of any staff member appointed on conditions not included in the relevant MEA of the School (ie above the MEA rates, or with additional benefits) must be approved by the Board.
- (b) The following describes who can appoint what position and what key stakeholders can advise on this process (subject to any management plan for related parties or conflict of interest):

Position	Appointed by	On Advice of
Principal	Bishop	Board
Chaplain	Bishop	Principal
Deputy Principal	Principal	School Council, Panel including 1 external person and the CEO
Senior Staff	Principal	Panel including 1 external
Other Staff	Principal	Panel including direct line supervisor

- (c) The right to appoint staff outlined in this Policy cannot be further delegated.

4. Definitions/Dictionary

4.1. Any approved NASC Policy Dictionary applies to this Policy;

4.2. In this Policy the following terms have the applicable meaning:

Defined Term	Meaning
CEO	Means the CEO of the Newcastle Anglican Schools Corporation
MEA	Means the relevant Multi Enterprise Agreement applicable to the relevant School from time to time
Related party	Has the meaning given to it in the Conflict of Interest and Related Parties Policy

5. Related policies

5.1. Relevant MEA for the School;

5.2. Staff Code of Conduct;

5.3. Delegation of Authority Policy;

5.4. Conflict of Interest and Related Parties Guidelines;

5.5. Whistleblower Policy

6. Contact

If you have any queries about this policy, you should contact [school contact] for advice.