

Appointments and Equal Employment Opportunities

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Rationale

1. The Board is committed to appointing the most suitable person for any position with regard to relevant employment contracts, EEO requirements and obligations to be a “good employer” under the State Services Act.

Requirements

1. Permanent teacher vacancies are advertised in the Education Gazette for at least a fortnight.
2. All applicants are required to complete a standard application covering form provided by the school.
3. All applicants will receive a response acknowledging receipt of application and eventual outcome.
4. All appointees must confirm in writing acceptance of appointment, terms and conditions.
5. Teachers must be “registered teachers” or obtain a “limited authority to teach”. All appointees must provide proof of qualifications.

Personal Files

6. Staff personal files will be located digitally in a secure area in the Cloud. Only the Business Manager, Principal and the Principal’s Secretary will have normal access to these files.
7. Any staff member can view their own file. Copies of documentation will be provided on request.

EQUAL EMPLOYMENT OPPORTUNITIES

1. The college is committed to appointment and career development practices which do not discriminate against persons solely for reasons of gender, religion, ethnic, cultural, social or class background or physical disability or sexual orientation.
2. The college undertakes to ensure that all permanent appointments, permanent promotion priorities and permanent school responsibilities are carried out in accordance with equal employment opportunity principles.
3. Taking into consideration the overall policy of appointing the most suitable person, the College will endeavour to have, at least one suitably qualified man and one suitably qualified woman in the leadership team. If this cannot be achieved on the first advertisement, the appropriate position will be advertised a second time.

Adopted by Board of Trustees: 9 December 2019