

STAFF RECRUITMENT AND SELECTION POLICY



PURPOSE

The purpose of this policy is to provide guidelines for the recruitment and selection of staff at Australian International Islamic College (referred to in this Policy as AIIC or the School).

SCOPE

This policy applies to all Staff. All Staff have a responsibility to comply with this policy. All Staff are required to attend any training provided by the School to ensure they fully understand all aspects of this policy and the School's commitment to it.

For certain Staff who are not employees or who are not engaged to work with children (e.g. ad hoc contractors and some volunteers) the recruitment and selection procedures may differ in some respects to those outlined in this Policy. However, AIIC, will in all cases ensure that it complies with legislation and takes other appropriate steps to limit risks to children.

REFERENCE

Legislation

[Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#)

Education (Queensland College of Teachers) Act 2005 (Qld)

Privacy Act 1988 (Cth)

Australian International Islamic College Policies

Child Protection Policy

Child Risk Management Strategy

Anti-Discrimination Policy

Staff Code of Conduct

Privacy Policy

Approved By: College Board

Status: Approved

Contact: Principal

Reviewed: Annually

Date Approved: May 2022

Next Review Date: April 2023

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

Definitions

Advertisement Process

Generally, all vacancies will be advertised externally and where appropriate, internally. On some occasions it may not be necessary to advertise and this decision is at the discretion of the Principal.

For external appointments the method outlined below applies:

- [Seek.com](#) is the preferred medium for advertisements although it is acknowledged that other websites, or direct contact with peak organisations may be preferred in some cases.
- [AIIIC Website](#) will display the current vacancies area for advertising vacancies where appropriate – here all details of the position as well as relevant details about the school, will be uploaded. Any other method of the advertisement will link directly to the recruitment section on AIIIC web page where comprehensive information will be held.
- On occasion, recruitment may be outsourced to a private agency, particularly in the case of significant leadership positions.

AIIIC is committed to providing a work environment that is free from harassment and discrimination. Recruitment and selection procedures and decisions will reflect the College's commitment to providing equal opportunity by assessing all potential candidates according to their qualifications, skills, relevant experience and capabilities

Article I. Interview Process

The interview process will include at least one in-person interview where possible. Interviews will be arranged and conducted in a manner which ensures the candidate has been assessed thoroughly and fairly for the position and that they have a good understanding of the role and the School. Candidates will also have had the opportunity to ask any questions or clarify any issues they may have. A panel with a minimum of two staff (one being the Principal) will conduct all interviews. It is preferred that for permanent appointments, a minimum of three panelists will conduct interviews. Where an applicant is known to a panelist, this information must be disclosed and appropriate action taken to ensure the integrity of the interview process.

Candidates may receive a question or questions prior to interview which they will be required to present to the interviewer. The question or questions will be emailed to all short-listed candidates with the same amount of notice for preparation wherever possible.

Questions during interviews will relate to:

- A candidate's work history, background and attitudes; and
- The selection criteria / duty statement for the role.

Following each interview, the panel chair (principal) will lead a discussion regarding the merit of the applicant for the position vacancy.

Article II. Screening

When recruiting and selecting employees, contractors and volunteers involved in child-related work, we make reasonable efforts to:

- Ensure that each teaching staff member is currently a registered teacher with the Queensland College of Teachers (QCT).
- Applicants provide identification and other documentation to confirm their qualifications and experience as required by the School.
- obtain proof of personal identity and any professional or other qualifications
- obtain references that address the applicant's suitability for the job and working with children.
- Determine that each non-teaching staff member and volunteer (including members of the College Board) who has contact with children has a current positive suitability notice issued by Blue Card Services. The *Working with Children Risk Management Screening Act 2000* currently exempts volunteers who are parents of student enrolled at the school from the requirement to hold a Blue Card. In cases where volunteer work is, or could be, beyond the direct supervision of a teacher, a Blue Card may be required (eg. school camps and excursions).

(a) References

At least two verbal reference checks are mandatory for any role at the School. In addition:

- One of the referees should include the candidate's most recent direct supervisor; and
- One of the referees should include the candidate's most recent Headmaster / Principal (if applicable).

Priority should be given to reports of referees who can comment on the candidate's most recent child related employment or other activities. Referees will be questioned regarding the candidate's attitude and behaviour toward children in their previous role/s.

If reference checks cannot be undertaken until the preferred candidate has resigned from their current position, the offer will be made subject to the receipt of two satisfactory references that meet the requirements detailed above.

AIRC reserves the right to contact any persons who may have relevant knowledge of the candidate's qualifications and experience, whether or not such persons are nominated as referees by the candidate.

(b) Offer and Final Decision

The Principal is entitled to make the final decision regarding any employment. Successful candidates will be contacted via email or telephone, by the principal, to discuss the offer of employment. All roles will be subject to a probationary period to allow the School to assess the suitability of the Staff member in their role. When all paperwork has been signed by the successful candidate, unsuccessful candidates will be sent a letter or e-mail to notify them of the outcome of the recruitment process. Care will be taken to provide clear communication and avenues for follow up where possible.

(c) Privacy

AIRC is committed to protecting the privacy of individuals and is bound by the Australian Privacy Principles set out in the Privacy Act. All candidate's resume and academic transcripts are personal

information and AIIC must only collect, use or disclose personal information in accordance with the Act and the School's *Privacy Policy*.

(d) Contact

If you have any questions regarding this policy please contact the Principal via email: principal@aiic.qld.edu.au.