



Employment Policy

Selecting suitable and appropriate people to work with children is vital. Everyone benefits when the best people, who share the schools vision and essential purpose, including the safety of children, are chosen.

Employment

Our School and Kindergarten employs teachers and assistants who have the appropriate qualifications:

- a) School Teachers must have the appropriate qualifications required to meet state standards and must have a current registration with the Victorian Institute of Teaching.
- b) Kindergarten teachers and assistants must have qualifications approved by the Department of Education and Training.
- c) All new staff must sign a statutory declaration, as attached, relating to Child Safety.
- d) All staff will have a through reference check regarding suitability to child connected work.
- e) School and Kindergarten teachers must have qualifications or training from a Steiner/ Waldorf based Adult education centre, and/ or extensive experience as a teacher in a Steiner/ Waldorf School. If there has been no formal Steiner training, this may be done concurrently with employment at the discretion of the College of Teachers.
- f) All assistants will be encouraged to obtain qualifications in Integration Aide / Teacher Aide (Certificate of Education).
- g) All members of staff need to have undertaken the requirements and sign the Code of Conduct in relation to Child Safe Standards.

The Committee in consultation with the College of Teachers are responsible for the employment of all the teaching staff at the school.

Employment procedure

- a) The College of Teachers, ascertain the necessity for a new member of teaching staff.
- b) The College together with the Business Manager draws up a proposal, considering the School's requirements in terms of skills, aptitudes and time fractions and including the schools and kindergarten's commitment to child safety.
- c) The College will create a formal job description, with terms and conditions, in conjunction with the Business Manager, with reference to child safety and the school and kindergartens code of conduct.
- d) An interview panel will be formed, which must have, at least, a member of both the College and the Committee present. Please see questions to be included below.
- e) New positions will be advertised in the wider community stating our school and kindergarten's commitment to child safety.
- f) Appointments will be made to the applicant who has appropriate qualifications or the equivalent thereof. Applicants must demonstrate a commitment to developing a deeper understanding of Rudolf Steiner's educational philosophy.
- g) The decision to employ an applicant will be made by the interview panel in conjunction with the College and ratified by the Committee.
- h) The successful applicant will be given a written "Offer of Employment" which details their appointment, statement of terms and conditions upon which the "Offer of Employment" is made.

Prospective Staff Interview Questions

The interview panel will include, but will not limit the questions asked to those below:

Useful interview questions

1. What is your motivation to work with children?
2. What do you know about Steiner education/how did you become involved with Steiner Education?
3. How familiar are you with Rudolf Steiner's teachings and of Anthroposophy?
4. What is your relevant and verifiable experience?
5. What is your understanding of child development?
6. What is your understanding of children's physical and emotional needs?
7. What are your professional boundaries?
8. Tell us a little about your communication skills and how you have developed them?
9. What is your approach to working collaboratively with parents?
10. What are your attitudes to children's rights and how they can be upheld?
11. What is your attitude to children's right to voice their concerns and anxieties?
12. What are your values regarding; honesty, integrity, reliability, fairness and discrimination?

Useful referee questions

Prospective staff members must give at least three referees to be checked. At least two must be contacted and must include the applicants most recent work supervisor. If the reference is in writing, the person must be contacted to confirm authenticity.

1. What is your experience of working with the person?
2. How well do they work with parents? And what is their ability to work through difficult parental concerns?
3. Would you employ the person again?
4. Do you have any concerns about the application working directly with children?
5. Are you comfortable that they applicant might sometimes be working along with children?
6. How well do they work with their colleagues?
7. Did they have any disciplinary matters relating to the person or concerns about the adherence with the past employers code of conduct?

Final acceptance of the applicant is conditional on:

- a) Receipt of proof of required qualifications.
- b) Receipt of copy of teacher registration in Victoria.
- c) Receipt of satisfactory Working with Children Check if required.
- d) Acceptable responses to the questions given to the referees.
- e) Receipt of signed offer of employment.

Notwithstanding the above, the applicant will be conditional to a 6-month probationary period, as per the National Employment Standards.

Dismissal procedure

The dismissal of teaching staff is the joint responsibility of the College of Teachers and the Committee. Any dismissal of staff, however, will be carried out according to the guidelines set out in individual contracts.

Performance Review Process

All staff will undergo an annual performance review. This process is intended to be a system for self-reflection and peer feedback as to work performance and developmental needs. The process will be as follows:

1. Each staff member will be regularly reviewed by a member of the Management Team. For teaching staff this will be yearly.
2. The process will consist of:

- a) The staff member completing a self-review questionnaire which will include goal setting in a personal and professional realm and professional development ideas.
- b) The questionnaire is to be given to a member of the Management Team, at least a week prior to the review.
- c) The college have pre-determined and agreed upon KPI's based on the AISTL framework for teaching staff.
- d) A review interview is to be completed by the end of November each year and a report submitted to the committee for review.

Unsatisfactory performance

This policy sets out the procedures to be followed where a problem arises in relation to a staff member's performance of duties. The procedures outlined below apply to all employees in accordance with their terms and conditions of employment.

1. Where issues of concern in an employee's performance are identified action will be taken to address them.
2. They will be addressed by the Management Team.
3. This policy is based on the following premise:
 - a) Complaints about performance must be clearly outlined and where there are letters or documents involved, the employee has a right to see the information set out in a letter of complaint. The Management Team reserves the right to not provide the actual letter in cases where the letter may be offensive or deemed particularly hurtful to the employee.
 - b) The employee has the right to respond fully to the complaint.
4. To establish the validity of the complaint an investigation may take place. This investigation will be chaired by The Management Team according to the Formal Procedures outlined below.
5. Where the validity of the complaint has been ascertained, there is a need for on-going monitoring. This involves:
 - a) The setting down of clear guidelines about what is expected.
 - b) A timeline for assistance and monitoring.
 - c) A clear, agreed procedure for monitoring and reporting.
 - d) The employee also has the right to know as the procedure progresses if things are moving satisfactorily. Indeed, this should be the basis for the program of assistance, which should be running concurrently with the review process.

Formal Procedures

The following procedures are to be used in serious circumstances or when the informal procedures (outlined above) for resolving problems have not resulted in a satisfactory outcome, and a more formalised process is needed to warn, censure or reprimand, or dismiss an employee

1. **The Interview** - If, after a review of initial evidence has been carried out, and the Management Team are satisfied that there is substance to the allegation of unsatisfactory performance and wish to investigate it further, an interview should be arranged with the employee.
2. **The employee should be advised of the interview in writing and that advice should include:**
 - a) The time and place of the interview.
 - b) The general nature of the matters to be discussed, and
 - c) The employee's right to have a person of their choice present.

3. At the interview:

The employee may have their support person present, if desired.

Notes of the meeting will be taken by one of the Management Team.

- a) Details of the unsatisfactory or deficient performance should be provided to the employee. They should be in sufficient detail to enable the employee to adequately respond and address the issues raised.

- b) The employee should be given an opportunity to respond to the allegations and to raise any other matters which the employee considers to be relevant. If the employee wants time to consider the matters raised it may be allowed, but it may be limited to the shortest reasonable time.

4. Subsequent Procedures - Within five working days following the interview the employee shall be informed in writing that:

- a) No further action is necessary; or
- b) There is need for improvement in performance and the matter will be reviewed at a date to be determined; or
- c) There are specific matters which have caused concern and that any recurrence of these matters may result in further action being taken by Management Team; or
- d) Steps will be taken, where appropriate, to offer the employee appropriate advisory or counselling services; or
- e) If the employee is to be disciplined, the nature of the disciplinary action; or
- f) Such other steps as regarded appropriate by the employer are to be taken.

5. Where the employee is advised that his/her performance is to be reviewed later, the Management Team will inform the employee in writing of:

- a) Aspects of the employee's work that is to be reviewed and the nature of the improvement required;
- b) The method that will be used to conduct the review;
- c) The names of the people who will be conducting the review;
- d) The appropriate time(s) at which the reviews will be conducted; and
- e) The nature of any special assistance that will be made available to the employee during the review.

6. At the end of the review period as mentioned above the employee will be advised in writing that:

- a) The process of the review has been completed and that the required improvement in the employee's performance has been achieved; or
- b) The process of review is to be extended; or
- c) The process of review has been completed and that the required improvement in the employee's performance has not been achieved.

7. Termination

If a decision is taken to terminate employment, the employee should be notified of the decision to terminate his/her employment as soon as practicable in a formal meeting conducted by the Management Team. This advice should be in writing and should:

- a) Confirm that the employee had an opportunity to be represented;
- b) Confirm that the employee had an opportunity to respond to the allegations;
- c) Note that the Management Team have considered all material, including the employee's response;
- d) Advise that the employee's employment will be terminated and the reason for the termination;
- e) Advise of the date of the termination. Regard must be had of any contract, award, enterprise agreement or legislative provisions regarding the process and the provision of sufficient notice, where applicable.

As soon as practicable, pay all award and legal statutory entitlements to the employee. While employees can work out their notice period, the Management Team after consultation with the Business Manager may wish to make a payment in lieu of notice or for the employee to work part of the notice period and receive part payment in lieu.



[full name]

of _____

[address]

do solemnly and sincerely declare that I have fully disclosed in writing to Ballarat Steiner School and Kindergarten, all details of:

- any charges laid against me by police concerning any offence committed in Australia or in another country in the past
- any offence of which I have been found guilty, committed in Australia or in another country in the past
- any formal disciplinary action taken against me by any current or former employer
- any finding of improper or unprofessional conduct by me by any Court or Tribunal of any kind
- any investigations I have been the subject of by an employer, law enforcement agency or any integrity body or similar in Australia or in another country

and that a copy of my responses to the above issues, is attached hereto.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at:

On the _____ day of _____ 20_____

Signature of person making this declaration [to be signed in front of an authorised witness]
Before me,

Signature of Authorised Witness. The authorised witness must print or stamp his or her name, address, and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (Vic). (e.g. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist, some public servants)