



# **Human Resources**

## **Policy and Procedures**

## 1 HUMAN RESOURCE MANAGEMENT

### Employment Obligations

Ozford aims to fully comply with all relevant legal obligations. In employing staff, this includes minimum award provisions and legislation covering:

- Equal Opportunity and Anti-discrimination;
- Workcover;
- Occupational Health and Safety.

This policy also addresses the Victorian Child Safe Standards and Ministerial Order 870 – Child Safe Standards - Managing the risk of child abuse in schools.

Ozford has a positive reporting culture and encourages notification by staff of any suspected or actual breach of these obligations. .

All Commonwealth and State Legislation relevant to the organisation's employer obligations must be observed. Common law responsibilities also apply, as do the current organisation employment policies as approved by the Executive Management Team.

## 2 PURPOSE

This policy is designed to enable Ozford College to recruit appropriate skilled, qualified and competent staff able to fulfil the organisation's objectives.

## 3 RECRUITMENT OF STAFF

Any new or replacement position in Ozford College is subject to review and assessment by the Principal or/ and Executive management team.

Once approved, an advertisement and a copy of position description for the position is placed online. If advertising on online is unsuccessful within six weeks or longer, a recruitment agency may be contracted.

All applicants for roles in the College will be informed about the school's child safety practices (including the code of conduct). This information is available in the policy directory on Ozford's website.

### ***All Job Descriptions will provide information on the following areas:***

- Position title;
- Context for position (background information);
- Load of the position;
- Period of employment;
- Accountability;
- Duties;
- A clear statement that sets out:
  - the job's requirements, duties and responsibilities regarding child safety; and
  - the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.
- Selection Criteria – this is preferred but not essential.

The Head of Department (HOD) including the Principal, High School Program Coordinator and Marketing Manager and so on or nominated delegate, is responsible for ensuring that Job Descriptions are up-to-date and reviewed.

The support and supervision process and performance appraisal system is also used to monitor the relevance of Job Descriptions, as required.

## 4 SELECTION

### 4.1 Short listing

Each candidate will be shortlisted according to how well they meet the job description or selection criteria.

### 4.2 Face to face interviews (Compulsory)

- Questions based on selection criteria as described in job description;
- Questions to address the person's suitability for working with children
- Questions related to any history and experiences of child connected work

#### Interview Panel:

A minimum of one senior staff must be involved in the interview; it usually means either HOD or the Program Coordinator.

#### Essential Requirements:

All High School Teachers must have:

- Valid Victoria Institute of Teaching (VIT) registration
- Bachelor degrees in the relevant teaching areas or as per assessed by VIT
- VCAL Teachers must be both VIT-registered and hold relevant VET qualifications and experience (Note: VET teaching staff are also subject to assessment by Ozford College of Business).

All non-teaching staff must have:

- Have a current Working With Children Checks (WWCC)
- Relevant highest qualifications

#### All staff

- Experience and proven record of child connected work
- Demonstrated capacity to work within a workplace team
- High-level verbal and written communication skills
- Can provide proof of personal identity and any professional or other qualifications;
- Have an appropriate history of work involving children
- Excellent presentation
- Demonstrated commitment to continuous improvement

### 4.4 Re-advertising

- The Selection Panel may decide to re-advertise positions where no suitable applicants were recommended for appointment;
- In such circumstances, the advertisement will include the statement "previous unsuccessful applicants need not apply".

### 4.5 Verification Checks for referees, qualifications and verification of WWCC (Compulsory)

Applicants will be informed during the selection process that any offer of employment will be subject to reference checks. The references sought will be used to assess the person's suitability for the job and experience with child connected work.

**Referee Checks** – For teachers of VET units of study, at least one industry reference check will be made. Reference check is usually either completed by the High school coordinator and the Ozford College of Business coordinator. The VET industry reference checks will particularly seek to confirm the industry currency of the applicant in relation to each and every unit list on the VET Teaching Staff Matrix and Checklist – more than one employer may need to be contacted to confirm industry currency for all units.

**Qualifications Checks** - All appointees will be required to provide either

- original qualifications which will be copied and signed and dated by an approved Ozford staff member with a statement “original sighted” as proof of verification of the original copy being sighted, the originals will be returned to the applicant or
- formally certified copies of qualifications which will be retained by Ozford.

#### **WWCC verification**

All WWCC cards will be verified by using the Department of Justice and Regulation website 'Check status' service which allows Ozford to check the status, type and expiry date of a person's card or application. Ozford maintains a WWCC register and the candidate will be added to the register.

#### **4.6 Notifying Preferred Interviewee**

- Before an offer of employment is made to any preferred interviewee, all necessary reference checks must be made;
- A salary level will be offered in accordance with the applicant's qualifications, experience and award,
- This offer will be put in writing with a request that the successful applicant notifies Ozford in writing of their acceptance of the offer, by the specified date.

A New staff Contract Request form is provided to the Payroll Officer who will prepare the employment contract. The employment contract is signed by the principal and the candidate in acceptance of the position..

#### **4.7 Notifying Unsuccessful Interviewees**

Only candidates to be interviewed will be contacted as stated in the job advertisement.

#### **4.8 Disposal of Applications**

Unsuccessful applications and interview record forms will be destroyed two weeks after the selection process concluded

## **5 INDUCTION AND ORIENTATION OF NEW STAFF**

Induction or orientation procedures will be conducted for all new staff (refer to the Induction Program).

The Coordinators or Head of Department are responsible for conducting staff orientation including information of Ozford's child safety practices, school registration and ESOS compliance obligations including:

- policies and procedures for managing emergency situations and critical incidents
- policies and procedures for verifying that the student's accommodation is appropriate to the student's age and needs (for staff in student welfare and support roles)
- the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code and any VRQA Guidelines for the enrolment of overseas students aged under 18 years issued from time to time.

**The following points provide a guide/checklist of areas that must be included as an orientation process for all new staff members:**

#### **General Information**

- Provide a guided tour of the campus including their specific work area
- Using the facilities including phone and phone messages;
- Meeting rooms and bookings;
- Refer to the Teaching Staff Induction Program

#### **Staff Handbook**

All staff are to be given a copy of the Staff handbook during induction and major items in the handbook will also be explained in the orientation program.

#### **Ozford Policies and Procedures**

All staff are to be shown the location of Ozford website which has the policies and procedures and be directed to read them and ask relevant questions to the HOD.

All new staff will be informed about Ozford's child safety practices (including the code of conduct). The induction will include the policies, codes, practices, and procedures in governing, identifying, monitoring, responding to and reporting any child safety related incidents and CCYP reporting obligations.

## 6 STAFF TRAINING AND DEVELOPMENT

Ozford supports fully the ongoing professional development of all Ozford staff, in order to maintenance of a high level of student service and teaching practices by providing opportunity for all staff to further their professional skills and/or qualifications.

- 6.1 HOD will have the role of informing staff of professional development opportunities, which in turn will reflect individual staff needs as identified and compliance requirements including
- Mandatory reporting and the Victorian Child Safe standard requirements including:
    - individual and collective obligations and responsibilities for managing the risk of child abuse;
    - child abuse risks in the school environment; and
    - Ozford's current child safety standards.
  - Anaphylaxis and first aid training
  - policies and procedures for managing emergency situations and critical incidents
  - policies and procedures for verifying that the student's accommodation is appropriate to the student's age and needs (for staff in student support and welfare roles)
  - the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code and any VRQA Guidelines for the enrolment of overseas students aged under 18 years issued from time to time.
- 6.2 HOD will assist with coordinating and organising professional development activities for individuals and the whole College.
- 6.3 Staff are encouraged to seek professional development opportunities outside the school, a PD application form is required for this.
- 6.4 All staff attending professional development have a responsibility to report share to the remainder of staff about the PD activity and its benefits if required.

## 7 PERFORMANCE APPRAISAL

- 7.1 The aim of the performance appraisal is to evaluate the performance of staff (only for full time staff or part-time staff who worked for Ozford more than one year, casual teaching staff performance are measured by classroom observation) and provide feedback from the management on staff progress within the College and to provide feedback to staff about their performance. Staff are also given the opportunity to give feedback to the appraiser about any recommendations they may be having in the College.

The performance appraisal process includes the assessment of the continuing suitability of a staff member for child-connected work.

- 7.2 Annual performance appraisals are conducted by each HOD.

### 7.3 Procedures

#### General

HOD fills in the Performance Appraisal form and hands the completed for the staff member. The HOD and staff member will then discuss the outcomes on the form. The second part of the Performance Appraisal form is to be filled in by staff for another review discussed towards the end of the year.

#### Teaching Staff

Classroom observations are completed by the HOD and teaching staff have the opportunity to reflect on the observation.

As a result of the classroom observation, an amended version of the general professional development plan may be developed with the HOD and staff as needed.

## **8 PERFORMANCE MANAGEMENT**

The following information outlines the procedures that shall be applied to situations of inappropriate or unsatisfactory performance and breaches of discipline by staff members.

All staff must act professionally, comply with their employment contract and all College policies and procedures including the Code of conduct.

Where the College becomes aware that a staff member has acted in breach of these responsibilities an investigation will be undertaken. A professional, fair and transparent process will be followed by the College. The person conducting the investigation will normally be the high school coordinator but where there is a conflict of interest, an independent person will be appointed to undertake the assessment.

The staff member will be provided with the opportunity to respond to the matter and an assessment will be made. Where it is found that there is situation of inappropriate or unsatisfactory performance or a breach of discipline by staff members the following process will be followed.

The staff member has the right to access the College's complaints and appeals process.

Where there is a serious incident as set out in section 9.3 of this policy, the College reserves the right to immediately terminate the staff member's employment.

### **8.1 Verbal Warning**

Where a HOD considers that disciplinary action is necessary, the HOD shall notify the staff member of the reason(s) and inform the staff member that she/he is being warned as part of a disciplinary process that may result in termination of employment.

The first warning shall be verbal and an entry recorded in the staff member's personnel file that such a warning has been given.

The staff member should be given the opportunity to clarify and a written record will be provided such as by email.

### **8.2 Written Warning**

If the problem continues, the matter will be discussed with the staff member and a second warning in writing will be provided to the staff member and recorded on her/his personal file.

The staff member shall be given the opportunity to clarify and a written warning letter will be provided.

### **8.3 Final Warning**

If the problem continues management will again discuss it with the staff member. If a final warning is to be given then it shall be issued in writing and a copy sent to the staff member and placed on the staff member's personnel file.

In the event of the matter recurring, then the employment of the staff member concerned may be terminated without any further warning

Nothing in these Disciplinary Procedures shall be taken to apply where an employer considers instant dismissal to be justified.

In above "warning" shall include a clear statement of Ozford's specific concerns, the employer's expectations regarding resolutions of these matters and the times in which these are to be achieved.

## **9 TERMINATION OF EMPLOYMENT**

The following policies and procedures outline Termination of Employment, which may be instigated by the employer or by the staff member.

### 9.1 Resignation

- Resignations must be given in writing and staff need to give the required period of notice depending on the contract. Ozford will acknowledge resignations in person or via an email or a letter in writing;
- Once the staff member's resignation has been accepted the Exit Procedure and Exit Interview process may be followed.

### 9.2 Staff Member Exit Procedure

When a staff member leaves Ozford:

- An exit form will be filled in by the Head of Department.
- A written reference will be provided on request.

### 9.3 Instant or Summary Dismissal

The Principal or their delegated authority, the Head of Department, has the right to dismiss any staff member without notice for conduct that justifies instant dismissal, including malingering, inefficiency, and neglect of duty or serious and wilful misconduct. Such acts include, but are not limited to:

- Putting students, staff and stakeholders at safety risks, such as physical violence or aggressive behaviour or any other child abuse incident;
- Theft;
- Fraud;
- Staff members under the influence of alcohol or drug of dependence during working hours.

If Ozford management is satisfied that the staff member has committed a serious and wilful offence, the staff member must be given a letter of termination and final payment before leaving the premises. The HOD should receive all Ozford property (e.g. keys, etc.) before the staff member leaves.

## 10 STAFF RECORDS

***A staff file will be kept for each staff member which may include:***

- CV
- Job description;
- Proof of personal identity
- Valid VIT registration where applicable
- Valid WWCC (if non-VIT staff)
- The person's history of work involving children;
- References that address the person's suitability for the job and working with children.
- A copy of the letter of offer and the staff member's original letter of acceptance;
- Performance appraisal information if applicable;
- PD record;
- Any other matters relating to the person's employment including any disciplinary reports;

***Accounts will keep:***

- Record of annual leave and other entitlements;
- Salary payments including salary packaging arrangements;
- Timesheets;
- Tax file number and other relevant information.
- Verification of WWCC

Any staff may see his or her file at any suitable time to be arranged with the Finance HOD.

### 10.2 Privacy and Confidentiality Provisions

Personnel files will be kept in the finance office's locked filing cabinet at all times when not in current use.

Files are made routinely accessible to the HOD and/or Principal.

All confidential information that is no longer required that relates to students, staff, or any organisation activities are to be disposed by paper shredding.

Staff file or performance information is not disclosed or made available outside of Ozford authorised officers, unless those agencies which Ozford is required by law to provide such information, for example to authorised officers of VRQA, VCAA, VIT, Commonwealth DET, Commonwealth DHA or their contracted audit staff, ATO etc without the express written permission of the staff member.