



Definition

An employed member of staff is one who is engaged by the College and paid a salary in accord with Awards, Agreements and Conditions of employment in South Australia. An employed person can be a full-time, part-time, casual, contract, temporary or permanent (substantive) employee.

Rationale

- Sacred Heart College will ensure engagement of staff complies with proper regulations and be in compliance with the Equal Opportunities Act.
- Staff are to be supportive of the Catholic ethos of the College in the Marist tradition as detailed in the school's Vision Statement.
- The selection procedures for staff shall work toward engaging the best person possible for the position, taking into account the needs of the students, other staff and the broader school community.
- A rigorous selection procedure shall ensure the applicant's suitability for working with children.

Aims

- To engage excellent staff.
- To comply with the awards, agreements and conditions of the SA Catholic Schools Enterprise Agreement and relevant other Awards and Agreements, including Fair Work Commission of Australia.
- To provide a working environment that does not tolerate unlawful discrimination, ensure the safety of the students and staff and provides equal opportunity for all.

Implementation

- Vacancies within the school will be advertised, either internally or externally as appropriate, and recruitment procedures will follow the guidelines detailed in the CESA procedure document: "Recruiting School Staff".
- All applicants will undergo proper screening procedures to ensure the safety of the students at SHC.
- Appointed staff will have the appropriate credentials and qualifications to effectively carry out the terms of their employment.
- New staff appointed will be required to undergo induction procedures that will:
 - Contextualize the mission of the College
 - Outline the Staff Code of Conduct
 - Provide explicit details about the nature of the work to be undertaken
 - Explain the operational procedures of the College such as are outlined on Complispace
- Where staff fail to respond adequately to their professional duties, due process involving grievance and/or procedures associated with professional complaint management will be followed.

A copy of the following are available on request:

- CESA Policy Recruiting School Staff Procedure
- SHC Vision Statement
- SHC Staff Handbook
- Enterprise Agreement
- Code of Conduct for Teachers

Policy Title	Employment Policy
Ratified by Executive and College Council	February 2022
Policy due for review	February 2025

