Melrose Primary School

RECRUITMENT POLICY

Rationale:
Successful recruitment strategies build staff morale, bring new ideas, respond to the needs of students, and help to provide a strong and diverse staff.

Aims:
To assist in the ongoing development of staff via targeted and successful recruitment.

Implementation:
- All recruitment at our school will be consistent with Department of Education and Training, and Merit Protection Boards requirements.
- All staff will undertake Merit Protection Boards training.
- The selection panel composition will be the responsibility of the Principal.
- All vacancies will be advertised in metropolitan and local newspapers as well as the Victorian School News.
- Positive, team orientated staff with high levels of enthusiasm are recognised as highly sought after recruits.
- It is recognised that staff from a variety of social, ethnic, cultural, religious and educational backgrounds bring with them a rich mixture of skills and experiences.
- The school’s workforce plan will be a transparent and accessible document that reflects student needs, charter priorities and budget realities.
- The principal in consultation with the Consultative Committee, will develop the workforce plan.
- Flexible work options will be explored and implemented where appropriate.
- The school will be receptive to graduate teachers and graduate recruitment programs.
- All recruited staff will undertake a significant induction program.
- Mentoring will be a feature of our staff development program.

Evaluation:
To be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in... March 2003

School Council President………………………………………………..(signature)