



CATHOLIC EDUCATION
COMMISSION OF WESTERN AUSTRALIA

Policy:	Appointment of Staff in Catholic Schools
Sub-Committee:	Catholic Education Community Sub-Committee
Originally Released:	1992
Date for Review:	2022

1. Rationale

Sound recruitment and selection methods are vital to furthering the objectives and ethos of Catholic education, maximising child safety and meeting the needs of the school and its community. This is achieved through the appointment of staff committed to Catholic values, who will cooperate actively in fostering the school's mission through its life and curriculum (Mandate, 96).

In accordance with the principle of subsidiarity, the staffing of schools is the Principal's responsibility, as is the monitoring of staff effectiveness and conformity with the ethos of the school and the Bishops' requirements (Mandate, 103). This policy statement outlines the principles and procedures for Principals to apply in appointing staff to Catholic schools in WA. Notwithstanding the process stipulated in this policy document, schools are encouraged, where appropriate, to adopt contemporary and innovative processes to ensure the best staff are attracted to and employed in Catholic schools and colleges.

2. Definitions

The *Bishop of the Diocese* is the employer in diocesan accountable schools and the Congregational Leader or Governing Authority is the employer in order accountable schools (unless the Congregational Leader or Governing Authority has delegated this role over to another body). With respect to *diocesan accountable schools*, each Diocesan Bishop has delegated his responsibility for the employment to the Principal.

In *order accountable schools*, the employing authority is the Congregational Leader or Governing Authority who may delegate that authority to either the Principal or the School Board/Council.

Senior Leadership positions include Head of Primary, Head of Secondary, Assistant Principal, Deputy Principal, Vice Principal, Head of School or equivalent position, irrespective of title.

Middle Leadership positions include Head of Department, Year Coordinator or equivalent position irrespective of title.

Actual or perceived conflict of interest exists where there is a perception that a decision making process is influenced because of an existing relationship between the parties involved.

Exemption is a temporary arrangement for a specific period of time.

Near Relative may be an immediate family member or a family relation of the Principal, including, but not limited to, a parent, child, stepchild, sibling, grandparent, grandchild or spouse where the spouse is the lawful husband or wife of the Principal.

3. Scope

This policy statement applies to all Catholic schools *and early learning and care services* in Western Australia.

4. Principles

- 4.1 The appointment process must ensure applicants are fully aware of the requisite commitment to the objectives and ethos of Catholic Education.
- 4.2 The appointment process must reflect the Accreditation requirements as specified in the CECWA Accreditation policy and Accreditation Framework for Catholic Schools in WA.
- 4.3 Child safety and protection is a fundamental responsibility for everyone in the Catholic school community.
- 4.4 Recruitment and selection procedures shall reflect equal opportunity and gender equity principles. Only teachers who are Catholic, however, are permitted to teach Religious Education.
- 4.5 Appointment processes must observe confidentiality in accordance with the Code of Ethical Conduct.
- 4.6 Appointment processes must comply with the schools' privacy policy.
- 4.7 A contract of employment is formed by the written offer and written acceptance of the position.
- 4.8 Appointment processes must comply with the school risk management planning.

5. Procedures

5.1 Procedures applicable to all appointments

5.1.1 Advertising

The Principal will ensure that:

- a. a position description and selection criteria is developed for all positions prior to advertising.
- b. job advertisements specify that:
 - Only written applications demonstrating compliance with the selection criteria will be considered.
 - Applications must include a Curriculum Vitae or Resume and the names of three Referees.
 - Applicants must be fully supportive of the objectives and ethos of Catholic education.
- c. all ongoing positions are advertised on the Catholic Education Western Australia website and in the media and/or online.

5.1.2 Shortlisting and interviewing

The Principal will ensure that:

- a. a gender balanced panel is convened to undertake the selection process, including shortlisting and interviewing.
- b. a confidential appointment file for each appointment process is maintained which contains the position description, selection criteria, a summary of applications received for the position, short listed applicants, interview questions and detailed referee checks for the preferred/appointed applicant.

- c. shortlisted applicants are interviewed using consistent, well-structured interviewing and questioning techniques to determine the preferred applicant. The Principal may engage appropriate alternative strategies to traditional interview methods.
- d. all applicants are fully aware that the maintenance of the Catholic ethos of the school through a manner of life and stated beliefs which are in keeping with the teachings of the Catholic Church is a condition of employment for all staff.
- e. unsuccessful applicants are informed of the outcome as soon as practicable.

5.1.3 Applicant screening

- 5.1.3.1 Where possible, applicant screening should take place before an offer of employment is made to the preferred applicant. An offer of employment made to an applicant where screening has not been completed is subject to the successful completion of all screening processes.
- 5.1.3.2 Referee checking:
 - a. The Principal may choose to contact referees pre and/or post interview.
 - b. The Principal must ensure that thorough referee checking is undertaken and that, at a minimum, the applicant's current employer and most recent previous employer are contacted.
 - c. Where there is no previous employer, a relevant character referee for the applicant may be contacted prior to an offer of employment being made, eg Principal of final practice school.
- 5.1.3.3 Catholic Education Western Australia (CEWA) Check of Employment Status – the Principal will complete a CEWA Check of Employment Status Form and have it validated by the CEWA Employment and Community Relations Team via email.
- 5.1.3.4 National Police History Check
 - a. All applicants are required to provide a current Western Australia Department of Education National Police History Check (NPHC).
 - b. Teachers can provide a current Teacher Registration Board of Western Australia (TRBWA) registration number in lieu of the NPHC, as ongoing registration requires a current police clearance.
 - c. Applicants new to the Catholic Education System in WA who have resided overseas for a cumulative period of 12 months or more during the 10 years prior to making an application for a position are required to provide a certified copy of an overseas criminal record check from each country they have resided in. The overseas criminal record check must have been issued in the 12 months prior to the applicant submitting their application. It must cover the entire time spent in each country after the age of 18 years and include all names by which the applicant has been known by in that country. The applicant must also provide a certified English translation, with the criminal record check, should it be in a language other than English.
 - d. For applicants new to the Catholic Education system in WA a NPHC is considered current if it has been issued within the last 3 months.
 - e. For applicants employed within the WA Catholic system, where there is no gap of more than 6 months in their employment, a NPHC is considered current if it is not more than 36 months old.
 - f. The cost of the NPHC and overseas criminal record check will be borne by the applicant.

- g. Applicants under 18 years of age are required to provide a Confidential Declaration confirming that they do not have any convictions, circumstances or reasons that might preclude them working with or near children. Once the employee turns 18 years of age, a NPHC will be required.

5.1.3.5 Working with Children Check

- a. Prior to commencing employment all applicants will either undergo a Working with Children Check pursuant to the Working with Children (Criminal Record Checking) Act 2004 (WA) and Working with Children Criminal Record Checking Regulations 2005 (WA) or provide a valid Working with Children Check Card.
- b. The cost of the Working with Children Check will be borne by the applicant.
- c. Applicants under 18 years of age require a Working with Children Check.

5.1.4 Offer of Employment

5.1.4.1 The Principal will undertake a discussion with the preferred applicant to confirm the conditions of the position being offered to ensure that the applicant is a suitable candidate for the role.

5.1.4.2 The Principal will ensure that the Letter of Offer for the preferred applicant contains all relevant information in relation to the position being offered and includes:

- The conditions of their continued employment including requirement to maintain the Catholic ethos of the School through a manner of life and stated beliefs which are in keeping with the teachings of the Catholic Church
- The requirement for a successful CEWA Check of Employment Status, current TRBWA registration and/or NPHC and Working with Children Check Card
- Accreditation requirements, and
- Documents pertaining to their conditions of appointment and where they can be obtained.

5.1.4.3 The Principal will establish the employee's personnel file, with details of the position, advertisement, application, evidence of reference checks, interview questions, proof of qualifications, CEWA Check of Employment Status screening results, current police check, Working with Children Check, accreditation requirement and status, letter of acceptance and relevant correspondence.

5.2 Procedures for the appointment of Senior Leadership positions

5.2.1 In addition to the procedures for all appointments as stated in procedure 5.1, applicants for Senior Leadership positions will, as a minimum, meet the eligibility requirements below:

- be committed Catholic leaders who demonstrate active Christian witness to Catholic beliefs
- be able to demonstrate a successful record of teaching and administrative experience
- be able to demonstrate appropriate competencies in the leadership framework within the school environment
- meet any other eligibility requirements as determined by the school
- demonstrate a high level of interpersonal skills

- have completed or have made progress towards completing Accreditation for Leadership, and
- have a minimum of seven years relevant educational experience.

5.2.2 The Interview panel will consist of:

- the Principal
- another Catholic school Principal
- a nominee of the School Board or Congregational Leader/Governing Authority
- Parish Priest or Priest associated with in the school

Others may be invited onto the panel, at the discretion of the Principal /Congregational Leader/Governing Authority. The Principal will act as the Convenor/Executive Officer of the Panel. In accordance with their policies and procedures, Congregational Leaders and Governing Authorities may vary the panel composition.

5.2.3 The initial contract for senior leadership positions will be for a First Term of up to three years.

5.2.4 At the completion of the First Term, a Second Term for a period of up to four years may be offered.

5.2.5 At the completion of the Second Term, a Third Term for a period of up to three years may be offered.

5.2.6 The offer of a contract for a Second and/or Third Term is dependent upon a successful review of performance in relation to the defined responsibilities.

5.2.7 Prior to the conclusion of the Third Term the position will be advertised. The incumbent is eligible to apply; if the incumbent is unsuccessful or they do not obtain a similar position in the current or another Catholic school, he/she will have security of employment as a teacher in the current school.

5.2.8 Short Term Positions

5.2.8.1 A short term position is used to replace an incumbent staff member for a period of no longer than two (2) years duration.

5.2.8.2 Should the incumbent staff member be on extended leave from the school for purposes of sick leave, long service leave, parental leave, special leave, or any other form of approved leave, the Principal or Congregational Leader/Governing Authority, where applicable, may appoint a replacement to the position for the duration of the leave. For acting positions of greater than one (1) term's duration, appointments will be subject to an expression of interest process as a minimum. The appointment process will adhere to the principles of natural justice and gender equity and be merit based.

5.2.8.3 In replacing the incumbent staff member, the Principal will refer to the eligibility criteria listed at 5.2.1 of this policy.

5.3 Procedures for the appointment of Middle Leadership Positions

5.3.1 In addition to the procedures for all appointments, as stated in procedure 5.1, applicants for Middle Leadership positions with responsibility for Religious Education will, as a minimum, meet the eligibility requirements below:

- be committed Catholic leaders who demonstrate active Christian witness to Catholic beliefs

- be able to provide leadership in the development and implementation of curriculum teaching and learning
- have completed or have made progress towards completing Accreditation for Leadership
- have a minimum of five years relevant educational experience.

5.3.2 Applicants for Middle Leadership positions (except those with responsibility for Religious Education) will as a minimum, meet the eligibility requirements below:

- be committed to the teachings and values of the Catholic Church
- be able to provide leadership in the development and implementation of curriculum teaching and learning and promote the principles of Catholic education in their subject area
- have completed or have made progress towards completing Accreditation to Teach in a Catholic School
- have five years relevant educational experience

5.3.3 The interview panel will consist of:

- the current Principal
- a Deputy or Assistant Principal, or person in an equivalent position
- a person with specific experience and qualifications in the relevant discipline
- the Parish Priest or Priest with an interest in the school for Middle Leadership positions with responsibility for Religious Education

Others may be invited onto the panel at the discretion of the Principal/Congregational Leader/Governing Authority. In accordance with their policies and procedures Congregational Leaders and Governing Authorities may vary the panel composition.

5.3.4 The tenure of the middle leadership position will be at the discretion of the Principal but will be no less than one year and no longer than eight years. Reviews will occur at regular intervals of at least three years.

5.3.5 Continuation of the contract is dependent upon a successful review of performance in relation to defined responsibilities.

5.3.6 The position will be advertised in the final year of tenure. The incumbent is eligible to apply; if the incumbent is unsuccessful, he/she will have security of employment as a teacher in the current school.

5.3.7 Short Term Positions

5.3.7.1 A short term position is to replace an incumbent staff member for a period of no longer than two (2) years duration.

5.3.7.2 Should the incumbent be on extended leave from the school for purposes of sick leave, long service leave, parental leave, special leave, or any other form of approved leave, the Principal/Congregational Leader/Governing Authority may appoint a replacement to the position for the duration of the leave. For acting positions of greater than one (1) term's duration, appointments will be subject to an expression of interest process as a minimum. The appointment process will adhere to the principles of natural justice and gender equity and be merit based.

5.3.7.3 In replacing the incumbent staff member the Principal will refer to the eligibility criteria listed at 5.3.1 and 5.3.2.

5.4 Procedures for the Appointment of Teaching Staff

- 5.4.1 The Principal will convene a panel consisting of at least two persons. In primary schools, the Parish Priest will also be invited to be an additional panel member.
- 5.4.2 In addition to the procedures for all appointments, as stated in procedure 5.1 persons appointed to teaching positions will as a minimum:
- be committed to the teaching and values of the Catholic Church
 - have completed, or undertake to complete Accreditation to Teach in a Catholic School.
 - Teachers of Religious Education will have completed, or undertake to complete, Accreditation to Teach Religious Education, will be committed Catholics and will give active Christian witness to Catholic faith, tradition and practice in accordance with the CECWA Religious Education policy.
- 5.5 Procedures for the Appointment of Non-Teaching Staff
- 5.5.1 The Principal will convene a panel consisting of at least two persons.
- 5.5.2 In addition to the procedures for all appointments, as stated in procedure 5.1 persons appointed to non-teaching positions will:
- be committed to the teaching and values of the Catholic Church
 - have appropriate qualifications
 - have completed, or undertake to complete Accreditation to Work in a Catholic School requirements.
- 5.6 Employment of a Principal's Near Relative
- 5.6.1 The Principal shall seek exemption from the Executive Director of Catholic Education for his/her near relative to be appointed to any position at the school. A new exemption shall be required if a near relative subsequently seeks appointment to a promotional position in the school.
- 5.6.2 An exemption will only be granted if there are special circumstances which make it essential that the appointment of a near relative is made. Special circumstances may include a married couple living in a remote location, or other extreme situations.
- 5.6.3 The Principal shall excuse himself/herself from the interview panel unless prior written exemption is obtained from the Executive Director.
- 5.7 Additional Information
- 5.7.1 Exemption
- Principals of diocesan accountable schools seeking any exemption from this policy or its procedures will require the approval of the Executive Director of Catholic Education. In order accountable schools, any exemption from this policy will be considered by the Congregational Leader or Governing Authority after consulting with the Executive Director of Catholic Education.
- 5.7.2 Contractors
- While not employees, the following procedures are applicable to the engagement of contractors in Catholic schools:
- As part of any new or renewed contract, regular contractors/sub-contractors shall be required to undertake a NPHC on all of their employees where they intend to use them on a school site. The cost of the clearance will be borne by the contractor.

Contractors engaged to work with children are required to have a current Working with Children Check Card. Contact the CEWA Employment and Community Relations Team for further information.

5.7.3 Volunteers

While not employees, the following procedures are applicable to the engagement of volunteers in Catholic schools:

Where volunteers are doing voluntary work with children, and their likely duties involve contact with children, then a Working with Children Check Card will be required unless they may be exempt (refer WWC website).

Separate to any Working with Children requirements, schools may determine the police clearance required for voluntary positions. A NPHC the recommended police clearance for voluntary positions. The cost of volunteer police clearances will be borne by the school.

Contact the CEWA Employment and Community Relations Team for further information.

6. References

Bishops of Western Australia 2009, *Mandate for the Catholic Education Commission of Western Australia: 2009 – 2015*
Equal Opportunity Act 1984 (WA)
CECWA Code of Ethical Conduct
CECWA Accreditation Policy
Accreditation Framework for Catholic Schools in WA
CECWA Religious Education Policy
CECWA Child Protection Policy
CECWA Privacy Policy
Privacy Act 1988
Working with Children (Criminal Record Checking) Act 2004
Working with Children Criminal Record Checking Regulations 2005 (WA)
Working with Children Check website: <http://www.checkwwc.wa.gov.au/checkwwc>
Department of Education National Policy History Check website: <http://det.wa.edu.au/screening/detcms/navigation/screen-for-criminal-history/national-police-history-check--application-package/>

7. Related Documents

Nil.

8. Related Proformas

Template – Teaching Staff Letters of Offer and Acceptance
Template – Non-Teaching Staff Letters of Offer and Acceptance
Form – Parish Priest Reference
Form – Referee/Reference Check
Form – CEWA Check of Employment Status
Form – Confidential Declaration Form for Contractors and Under 18s

9. Review History

Year of Review:	Reviewed by:	Amendments/Review
1992	SPC	Originally Released
1995	SPC	Reviewed
1998	SPC	Reviewed
2000	SPC	Reviewed
2001	SPC	Reviewed
2003	SPC	Reviewed
2004	SPC	Reviewed
2005	SPC	Reviewed
2006	SPC	Reviewed
2010	SPC	Reviewed
2010	CEWA	Reformatted
2014	SPC	Minor Amendments
2017	CEWA Policy Group	Reformatted
2017	SPC / Catholic Education Community Sub-Committee	Reviewed

10. Next Review

Year:	Sub-Committee Responsible
2022	Catholic Education Community Sub-Committee