Rationale:

Effective workforce planning produces a simple and meaningful tool to assist decision-making and to implement good staff management practices. A key element of a school’s workforce plan is its preferred staffing profile which underpins all recruitment, transfer and promotion decisions made within the school. The preferred staffing profile is determined taking into account the school strategic plan, legislative requirements, state-wide curriculum or other guidelines, and funding available in the Student Resource Package. The profile should reflect goals and priorities as described in the school strategic plan and may change as goals and priorities alter.

This policy applies to employees in the Government Teaching Service (executive, principal, teacher, paraprofessional and education support classes) employed under Part 2.4 of the Education and Training Reform Act 2006.

The staffing profile must be able to be fully funded within the Student Resource Package and will outline the:
- Leadership profile
- Mix of full and part-time positions having regard to the needs of employees and students
- Mix of ongoing and fixed term employment
- Mix of teaching and non-teaching staff.

As vacancies arise, staffing decisions should be made in the context of the school’s preferred staffing profile. The duties of a position may be redesigned on vacancy or by agreement with the incumbent or when establishing new positions or working arrangements within the school.

When doing so, a Principal must ensure that the classification level (and range where relevant) of a position is fixed at a level appropriate to the roles and responsibilities of the position. Where it is proposed to vary the duties of existing employees, local consultation will need to occur within the context of the terms and conditions of employment of the employees affected by the proposed variation.

Child Safe Standard:
Victorian Government Schools are child safe environments. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with the legal obligations including child safety standards. Refer to our Child Safety and Code of Conduct Policies.

EEO and OHS Commitment:
The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognizes that the provision of family friendly, supportive, safe and harassment free workplaces are essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Aim:

To ensure that school community members have a clear understanding of staff employment procedures, to comply with local school requirements, as well as current DET regulations and policies.
Guidelines:

Craigieburn Primary acknowledges that DET is committed to the standard mode of employment in schools being ongoing.

It is recognised that for some classroom teacher and education support class positions fixed term or casual employment is necessary. Vacant classroom teacher and education support class positions should be filled on an ongoing basis other than in the following circumstances:

1. when a person is employed for a fixed period of time to replace an employee who is absent on leave of twelve months or less other than a parental absence.
2. As part of the recruitment process, all shortlisted applicants will have their work history verified.
3. when a person is employed for a fixed period of seven years to replace an employee on a parental absence.
4. when the employer has good reason to believe that, should a person not be employed fixed term, an excess staff situation will arise. This may include predicted enrolment decline determined by the enrolment predictions of the Department.
5. when a person is employed for a fixed period of time to undertake a specific project for to be advertised for the duration of that funding.
6. where a person is employed in the education support class for a fixed period of seven years specifically linked to Student Support Funding.
7. where a fully qualified teacher is not available and a less than fully qualified teacher is employed for a fixed period of time which funding has been made available for a specified period of time provided that the vacancy is not exceeding five years.
8. when a person is employed for a fixed period of time to replace an ongoing employee who is on temporary transfer or secondment.

The School’s Student Resource Package, based on the school’s student population and designated equity funding will determine staffing entitlements and requirements.

The Principal & / or Staff Selection Panel must ensure that the following processes are successfully undertaken, prior to commencement of the position of employment:

- That the prospective employees provide evidence of registration with the Victorian Institute of Teaching (for teach staff only).
- Where the applicant has been previously employed by the DET, a prior service check should be completed;
- That correct DET HRMS employment procedures have been appropriately completed.

All staff selection processes must strictly adhere to current Merit & Equity requirements and guidelines.

References:

Equal Opportunity Act 2010
Public Administration Act 2004

Evaluation:

This policy will be reviewed as part of the school’s cyclic process or more often if necessary due to changes in legislation or regulations.

This policy was last ratified by School Council in Oct 2016 and will be reviewed 2018.