LUTHER COLLEGE MISSION STATEMENT
Luther College positively endeavours to provide the best education possible in a Christian setting where the whole person can grow and develop with confidence and dignity.

Recruitment & Selection Guidelines

Rationale
Employment practices at Luther College are developed in accordance with Lutheran Education Australian and the requirements of the law.

Suitably qualified and competent people who share and support the mission and values are sought and appointed. The appointment of staff who hold both personal and professional qualities appropriate to their role is crucial for the development of an educational environment where Christ is central, excellence is pursued and relationships are valued.

The purpose of these guidelines is to provide a transparent and consistent statement of recruitment and selection philosophy and procedure, which forms the basis of all employment at Luther College.

Scope
These guidelines apply to all members of the College community, as well as members of the public who are applying for vacancies at the College.

These guidelines are to be read in conjunction with other College policies, guidelines, codes and procedures which address wellbeing and conduct, including the Respectful School Community Policy and Workplace Gender Equality Guidelines.

Guiding Internal Documents
- Respectful School Community Policy
- Part-time Employment Guidelines
- Luther College Privacy Policy
- Workplace Gender Equality Guidelines

Principles
Luther College is a Lutheran school and, as such, reserves the right to make decisions regarding employment based on suitability in supporting the ethos and values of the College, College expectations and policies.

- Successful candidates will be selected based on the principles of merit, suitability for the position and suitability for the College.
- The best interest of students is paramount in employment consideration.
Luther College is an equal opportunity employer, and as such, gender equality and equal opportunity is included in employment consideration.

- Full and frank disclosure is expected of all applicants.
- A mutual commitment to privacy and confidentiality is expected during all recruitment processes, in accordance with the Privacy Policy.

**Processes**

**Identifying a Need for a Position**

A position may require advertising and replacement following a resignation, retirement, promotion, taking of leave or any other departure. A position may also arise as a result of an increase in the workload/student numbers of particular department or faculty.

A review of current staffing arrangements could result in a restructure of other positions, providing new career opportunities and a more effective use of resources. This process should be in consultation with the stakeholders from the affected department, in accordance with process outlined in the relevant Enterprise Agreement.

**Advertisement Process**

When a vacancy has been determined, Luther College will advertise the position internally using “The Grapevine”, on our College website, and externally on Seek.com and teachers.on.net (via LEA website). Newspapers, such as The Age, may also be used to advertise positions of responsibility, or in the case of multiple positions being advertised. In some instances, the position may also be advertised in the Good Shepherd Primary School newsletter. The avenues used may vary at the discretion of the Principal.

Some positions will require responses to Selection Criteria, which will be specified in the advertisement. Candidates interested in the vacant position must be qualified in their relevant field, be VIT registered for teaching positions, and have the right to work in Australia, with the legal documentation to confirm these requirements.

A closing date will be provided for all positions to ensure a fair process. Unless in extenuating circumstances, the period of advertising should be no less than 14 days.

**Application Process**

Applications should be submitted electronically to recruitment@luther.vic.edu.au, and will be acknowledged by way of a reply email. Applications should not be delivered personally to the College, unless an electronic copy has already been submitted. If you do not receive an email confirming receipt of application within two business days of submission, please contact the Human Resources Coordinator directly on (03) 9724 2000.

Applications received after the closing date will not be accepted, unless exceptional circumstances have been discussed with the Principal or the Human Resources Coordinator prior to the closing date.
Application Requirements:

- Covering letter, indicating what attracted you to the position.
- Your full name, residential address and contact telephone numbers.
- A current Curriculum Vitae indicating current employment details, relevant experience and qualifications.
- A brief document addressing the specified Selection Criteria in the position description (only where the requirement is indicated on the advertisement).
- If you are not an Australia Citizen, you must provide details of your Working Visa in your application.
- Copy of academic transcripts and professional qualifications (where appropriate, this may be required during the interview stage or on offer of appointment).
- Current Victorian Institute of Teaching Registration (for all teaching roles).
- Current Working With Children Check documentation or confirmation that you are eligible to apply for and receive a positive WWCC (for all non-teaching roles).
- The names and contact details of three professional referees who may be approached in confidence. Two of the referees must be your direct Supervisors.
- Applications must be submitted electronically via email.
- If applications are submitted in hard copy (in addition to electronically), plain white A4 paper, with a single staple in the top left hand corner is the required presentation.

Applications should be addressed to:

Human Resources Coordinator
Luther College
1-39 Plymouth Road
CROYDON HILLS VICTORIA 3136
And should be emailed to: recruitment@luther.vic.edu.au

Selection and Interview Process

Prior to the closing date, an Interview Panel Chair (member of Strategic and Operational Management Team) and two other staff members (usually the position’s line manager and another senior staff member will be appointed). A gender balance will be required for all interview panels.

Only in special circumstances will a peer be on the interview panel. Any conflicts of interests must be raised by the interview panel members prior to shortlisting. The Principal or Human Resources Coordinator will determine if the Panel Member is appropriate to continue to be a member of the Panel.

On the day after the closing date, the shortlisting process will commence. Shortlisting will be completed by the Panel Chair with the support of other Panel Members.
Those shortlisted will receive a phone call and an interview arranged by the Human Resources Coordinator. The shortlisted candidates will receive an interview confirmation email with the full names and positions of the interview panel members.

Candidates not shortlisted for interview will be advised by email. Feedback may be provided where possible, however when a large number of applications are received, this may not be possible.

During the interview, candidates will have the opportunity to confirm whether Luther College is able to contact their referees. Should a candidate require time to notify their current employer/referee that they have been shortlisted, one business day will be provided.

**Appointment of a Successful Candidate**

Once interviews have concluded, an offer will be made to the successful candidate upon the completion of positive reference checks, and the authentication of relevant qualifications.

The full recruitment process for a position can take up to four weeks to finalise from start to finish – depending on the amount of applications received.

Applicants can make contact with the Human Resources Coordinator on (03) 9724 2000 or recruitment@luther.vic.edu.au to query the status of their application and the recruitment process.

**Internal Positions**

For internal positions, including short-term leave coverage, the College may choose to invite existing staff members to express interest via an internal advertisement in “The Grapevine”. In some circumstances, the College may ask an appropriate member of staff to act in a position whilst the incumbent takes leave, or as a temporary measure until the College is in a position to commence the advertisement and recruitment process.

The appointment of successful candidates for internal positions will be subject to the operational requirements of the College being met.

**Destruction of Applications**

In accordance with the Luther College Privacy Policy, the Employment Application Collection Notice provides detailed information on the destruction of applications.

**Review**

These guidelines will be reviewed every three years, or as required by legislation.