



EMPLOYMENT POLICY

Policy	Employment
Version	2.0
Date of Approval	September 2022
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Policy Officer	KEM EO

<p>Rationale</p>	<p>Kildare Education Ministries (KEM) Board is the employing authority for the seven schools within its jurisdiction. Appointments to the position of Principal rest with the KEM Board and executive. Principals in KEM schools have delegated authority from KEM to make appointments within their schools.</p> <p>This employment policy outlines the issues and guides – spiritual, educational, legal and civic - to be considered by Principals in making appointments within their schools.</p>
<p>Principles and Values</p>	<p>KEM’s conception of the transformative role of Catholic education is inspired by the life and mission of Jesus, expressed in the Gospel and reflected in KEM’s core values of Compassion, Justice, Hospitality, Courage, Hope and Wonder. KEM Principals will endeavour to employ people who give witness to human qualities that reflect KEM’s core values.</p> <p>KEM schools strive to offer an education that is transformative, bringing empathy and love into the lives of individuals and school communities. KEM is mindful of and supports preferential options for marginalised or vulnerable people. There is also an emphasis on our moral and civic responsibilities as members of a democratic society, responding to the changing needs of our world.</p> <p>KEM schools are expected to adhere to a policy of inclusivity and equal opportunity for staff as a demonstration of the belief of the equal dignity accorded to all persons by God, and the right of persons to develop and utilise their gifts and talents to the maximum extent possible. This policy will apply to all persons seeking employment.</p> <p>Inclusivity and equal opportunity policies will accord with relevant State and Commonwealth legislation under whose jurisdiction KEM schools are located. Principals will also exercise their civic duty by complying with other relevant state and federal legislation.</p>
<p>Audience</p>	<p>The audience for this document is the Board and Secretariat of KEM, personnel employed or engaged in KEM schools and persons applying for a position in a KEM school.</p>
<p>Definitions</p>	<p>Principal should be taken to include a single KEM Principal or a KEM Principal/Co-Principal pair.</p>

	<p>Family/Families can be taken to include parents, guardians and carers.</p>
<p>Procedure</p>	<p>In making appointments to their schools Principals will give attention to the following:</p> <p>Personal competencies of staff</p> <p>Bearing in mind Gospel-inspired qualities, and KEM values, Principals will look to employ people who:</p> <ul style="list-style-type: none"> • Demonstrate a passion for their work – whether it be in learning and teaching, support in the classroom, financial expertise, administration, maintenance or cleaning • Accept and support the Catholic ethos and core values of the school • Promote equal opportunity, dignity and respect for all • Possess the ability to engage appropriately with and encourage students as learners and to engage with parents as primary educators • Possess effective relational skills • Demonstrate commitment and active engagement with the student as a whole person and the college as an integrated organisation • Demonstrate an environmental awareness and an active commitment to wise stewardship of resources. <p>Professional Competencies of Staff</p> <p>Principals will seek to employ staff who:</p> <ul style="list-style-type: none"> • Have met the relevant State legislation for teaching registration, or, in the case of school officers and/or school support staff, hold the appropriate State legislation requirement for working with children. The Principal or a delegate must sight the evidence for these requirements • Demonstrate high levels of professional competence in their area of expertise • Demonstrate commitment to and engagement with ongoing professional development, appraisal and personal formation • Demonstrate and express a commitment to high expectations in the workplace • Demonstrate willingness, flexibility and adaptability across the workplace with regard to assigned areas of work.
<p>Process for the employment of staff</p>	<p>Indicative steps in the process:</p> <ul style="list-style-type: none"> • As a general principle, all permanent positions will be advertised in a variety of media, including colleges’ websites. Senior Leadership positions may also be advertised on the Kildare Ministries website • Replacement positions need not be advertised if the Principal has a number of suitable resumés available for consideration • Before offering a position to any individual, contact must be made with referees in order to validate claims made by the applicant

	<ul style="list-style-type: none"> • Interviews and processes are the responsibility of the Principal. On some occasions it may be best if the interview were to be conducted by a Panel, including staff, which will then make a recommendation to the Principal. • The interview panel for a senior leadership appointment (e.g., member of a Leadership Team, Religious Education Coordinator, Business Manager) should include a representative of KEM. • Letters of appointment will indicate that the employer is Kildare Education Ministries. Said letters will clearly state the type of appointment (ongoing or fixed term, full time, part time). Letters of appointment should clearly set out the expectations of Kildare Education Ministries as employers, and should also include any relevant information that is required by Commonwealth or State legislation such as: National Employment Standards / Fair Work Statement / Award and level. The Kildare Education Ministries Ethical Standards Policy Statement must also be included with appointment documentation including provision for a signed statement that it has been received and read. • Letters of appointment should also contain caveats regarding engaging in social media contact with students. Similarly, prospective employees should be counselled not to speak on behalf of the school without authorisation, nor comment adversely about the school on social media. • Limited tenure appointments will be restricted to those circumstances outlined in the relevant Enterprise Bargaining Agreement.
Responsibilities and Communication Obligations	Principals must make the content of this policy available to current and prospective staff.
Breaches of this policy	Breaches of this policy may be addressed by further education or, where judged necessary, corrective or disciplinary action.
Appendices	Nil
Related Policies and Procedures	<ul style="list-style-type: none"> • KEM Principles and Vision of Leadership Policy • KEM Principles of Teaching and Learning Policy • KEM Professional Standards Policy • KEM Child Safety and Protection Policy
Resources	<p>National</p> <ul style="list-style-type: none"> • The Living Justice Living Peace Charter – Kildare Ministries 2021 • Kildare Ministries’ Values, Vision and Mission Statement • Kildare Education Ministries’ Mission Statement • Instruction of the Congregation for Catholic Education, “The identity of the Catholic school for a culture of dialogue”, <p>South Australia</p> <ul style="list-style-type: none"> • South Australian Catholic Schools Enterprise Agreement 2017

	<p>Victoria</p> <ul style="list-style-type: none">• Victorian Catholic Education Multi Enterprise Agreement 2018• CECV Employment of Staff - Employee Relations – Child Safety Resources
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