



# Recruitment of classified teacher positions (school leaders and heads of program) procedure

**Version:** 3.2 | **Version effective:** 16/01/2020

## Audience

All state schools.

## Purpose

This procedure outlines the steps to undertake when recruiting to a classified teaching position (school leaders and heads of program), from identification of a vacancy, development of a recruitment strategy through to the selection process and to an appointment.

## Overview

The department is committed to filling classified teaching positions through a mix of merit based recruitment and relocations.

For principal roles, employees seeking relocation at level must be considered through a suitability assessment process by the selection panel prior to the vacancy being advertised and filled through a merit based recruitment process.

During 2019 the department is piloting a new approach to recruitment of classified teacher positions remunerated below principal level. For classified teaching vacancies (excluding Principal roles), a Regional Director Vacancy meeting will determine if a school undertakes a suitability assessment of employees seeking relocation at level or proceed to advertise and appoint to their vacancy through a merit based process. Vacancy Review Panel provides an oversight role for the filling of classified teaching roles other than Principal level (including Heads of School and Head of Campus).

Recruitment for all positions should be undertaken in the context of the school's student and workforce needs, be undertaken in a fair and transparent way that assesses an applicant's merit and fit to the requirements of the role at that location. Employment screening forms part of the recruitment process.

This procedure should be read in conjunction with the [Relocation of classified teachers \(school leaders and heads of program\)](#) procedure.

**Uncontrolled copy.** Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/recruitment-of-classified-teacher-positions-school-leaders-and-heads-of-program-procedure> to ensure you have the most current version of this document.

## Responsibilities

### Classified teacher

- Understand the recruitment and selection principles and processes that align to any vacancy they apply for.
- For classified teaching employees, understand the relocation procedure and their obligations when recommended for relocation to a vacant role.

### HR Branch

- Advertise positions.
- Manage recruitment and relocation applications.
- Provide advice to regional directors, schools, selection panels and regional HR teams regarding the recruitment and selection processes.
- Conduct integrity checks as part of the employment screening.
- Process appointments and approved relocations.

### Selection panel

- Understand and apply the principles and processes that apply to the recruitment and selection process they are participating in.
- Develop a recruitment strategy.
- Choose appropriate selection tools for the recruitment process. Refer to [Standards of practice for principal recruitment](#) (DoE employees only).
- Declare in writing personal and professional knowledge of each applicant. Where a past or present personal relationship with an applicant exists, determine with other panel members whether they need to remove self from panel.
- Conduct referee checks.
- Document process undertaken and make an appointment recommendation to the approver (HR delegate).
- Consider human rights when making decisions and recommendations when undertaking recruitment activity.

### Additional responsibilities for selection panel chair

- Act as the nominee of the Director-General in undertaking recruitment and selection processes.

### Vacancy Review Panel (VRP)

- Undertake oversight of departmental recruitment and selection processes for classified teaching vacancies.

### Human Resources (HR) delegate

- Approve the panel's recommendations for appointment of applicants to vacancies.
- Declare in writing personal and professional knowledge of each applicant. Where a past or present personal relationship with an applicant exists, remove self from the **approval** process.
- Consider human rights when making decisions about the selection panel's recommendations.

## Process

This procedure is to be read in conjunction with the [Classified teaching recruitment \(excluding principals\) flowchart](#) and the [Standards of practice for principal recruitment](#) (DoE employees only).

### 1. Vacancy identified

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- School/region identifies the vacancy and completes the [Request to hire](#) form (DoE employees only) including:
  - reason for the vacancy
  - details of the position
  - the composition of the panel
  - wording for job advertising.
- School submits request to hire form to regional office.
- Regional office checks the vacancy against school entitlement and endorses.
- Regional office submits request to hire form online to initiate advertising decision.

For **principal recruitment** continue to step 2.

For **other classified teacher recruitment** go to step 3.

### 2. Principal recruitment

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- Panel chair confirms the panel. Refer to the [Standards of practice for principal recruitment](#) (DoE employees only) for requirements for the panel composition.
- Talent Unit provides the relocation list (relevant to the geographical area) to the selection panel.
- Panel invites relocation applicants to confirm their interest in the position available.
- Those interested in the position participate in a suitability assessment. The suitability assessment must (at a minimum) include a review of the employee's resume, a conversation with the employee and a referee check (per the [Recruitment and Selection Directive](#)). The panel is responsible for determining whether additional assessment strategies need to occur to reasonably determine the employee's suitability for appointment to the vacancy.
- Should there be a suitable principal on the relocation list:
  - The panel identify the suitable applicant and recommend that relocation is approved.
  - The panel notify those who have been deemed unsuitable. The panel provides feedback to the unsuitable applicants in writing providing reasons for why they were deemed unsuitable.
  - The HR delegate approves the relocation recommendation.
  - HR processes the relocation.
- Should there be no one suitable on the relocation list, proceed to a merit based recruitment process (step 4).

### 3. Classified teacher recruitment (all classified roles below Principal level, including Heads of School and Heads of Campus)

- Panel established.
- Talent Unit undertakes analysis of vacancy including method used to previously fill:
  - If no relocation applicants to consider, vacancy proceeds to merit (Step 4).
  - If previously filled through relocation, vacancy proceeds to merit (Step 4). (Principal can nominate to fill through relocation).
  - If previously filled through merit, role listed for Monthly Vacancy Meeting to determine method for filling.

#### Monthly Vacancy Meeting (MVM)

- Talent Unit provides list of vacant roles and relocation applicants matched to each vacancy.
- MVM determines method for filling vacancy (relocation or merit) considering factors including (but not limited to):
  - Way in which role previously filled;
  - Workforce needs of school location;
  - Priority order relocation applicants;
  - School location specific factors.
- VM confirms method for filling vacancy:
  - Merit based recruitment process (step 4)
  - Relocation (Refer *Fill by Relocation*)

#### Fill by relocation

- Talent Unit forwards a list of candidates on the relocation list who are:
  - at level; and
  - with a preference for the geographical area; and
  - interested in being considered for school location where vacancy exists.
- Panel undertakes suitability assessment. The suitability assessment must (at a minimum) include a review of the employee's resume, a conversation with the employee and a referee check (per the [Recruitment and Selection Directive](#)). The panel is responsible for determining whether additional assessment strategies need to occur to reasonably determine the employee's suitability for appointment to the vacancy.
- Should there be a suitable relocation applicant on the relocation list:
  - The panel identify the suitable applicant and recommend that relocation is approved.
  - The panel notify those who have been deemed unsuitable. The panel provides feedback to the unsuitable applicants in writing providing reasons for why they were deemed unsuitable.
  - The HR delegate approves the relocation recommendation.
  - HR processes the relocation.

Should no one be assessed as suitable for relocation, the panel notify the unsuitable candidates and proceed to a merit based recruitment process (step 4).

#### 4. Merit based recruitment process commences

- Panel composition confirmed.

##### Advertise

- HR advertises position.
- Applications received online.
- Panel use hiring manager functionality to access applications. Shortlist
- Panel shortlist applicants applying the [merit principle](#).
- Panel advise shortlisted applicants of interview times or arrangements for participation in recruitment process using other selection tools.

##### Interview and recommend

- Panel interview shortlisted applicants (or utilise other selection tools) and identify applicant(s) suitable for appointment to classification level.
- Panel undertake referee checking.
- Panel document recommendation.

##### Finalise appointment

- HR undertakes employment screening (integrity check).
- HR delegate approves recommendation(s).
- Selection panel makes employment offer.
- Applicant accepts/declines.
- Talent Unit gazettes appointments.
- Unsuccessful applicants receive written notification of outcome.
- HR branch processes the appointment in the HR system.

## Definitions

Term	Definition
<b>Classified teaching position</b>	The term classified teacher refers to a teacher whose substantive position aligns to Stream 2 or Stream 3 of the <a href="#">Teaching in State Education Award – State 2016 (Qld)</a> and is employed under this award.
<b>Employment screening</b>	Employment screening, which is carried out in accordance with the <a href="#">Recruitment and Selection (Directive 15/13)</a> , includes referee checking relating to an applicant's work behaviour and performance.

Term	Definition
<b>Integrity check</b>	An integrity check is carried out as part of the employment screening and involves seeking the referee and employer's knowledge about past investigations and disciplinary action.
<b>Monthly Vacancy Meeting (MVM)</b>	Regional Director meeting held monthly to determine the method for filling vacancy.
<b>Relocation list</b>	A list of current departmental employees who have indicated they are interested in relocation. See <a href="#">Relocation of classified teachers (school leaders and heads of program) procedure</a> .
<b>Vacancy Review Panel (VRP)</b>	The VRP consists of representatives of the Department of Education and Queensland Teachers' Union.

## Legislation

- [Industrial Relations Act 2016 \(Qld\)](#)
- [Public Service Act 2008 \(Qld\)](#)
- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Recruitment and Selection \(Directive 15/13\)](#)
- [Human Rights Act 2019 \(Qld\)](#)

## Delegations/Authorisations

- [HR Delegations Manual](#) (DoE employees only)

## Policies and procedures in this group

- [Recruitment and selection policy](#)
- [Criminal history check procedure](#)
- [Employee separation procedure](#)
- [Recruitment and selection procedure](#)
- [Relinquish from position procedure](#)
- [Relocation of classified teachers \(school leaders and heads of program\) procedure](#)
- [Transfer at level procedure](#)
- [Unattach from position procedure](#)
- [Workplace reform permanency procedure](#)

## Supporting information for this procedure

- [Classified teaching recruitment \(excluding principals\) flowchart](#)

## Other resources

- [Classified teaching staff – recruitment and selection](#) (DoE employees only)
- [Principals – recruitment and selection](#) (DoE employees only)
- [Standards of practice for principal recruitment](#) (DoE employees only)

## Contact

For enquiries regarding this process please contact your Regional HR team.

Should you require any further assistance with this process, please forward your enquiry to Talent Unit, HR Services.

Email: [RecruitmentTeaching.HUMANRES@qed.qld.gov.au](mailto:RecruitmentTeaching.HUMANRES@qed.qld.gov.au)

## Review date

22/06/2020

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

- 1.0 HRM-PR-030: Recruitment Process – Classified Teaching Positions
- 2.0 Recruitment process – classified teaching positions
- 3.0 Recruitment of classified teacher positions (school leaders and heads of program)

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