



Procedure

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

Audience

All state schools.

Implementation Date: 22/06/2018

Version: 3.0

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. For vacancies remunerated below principal level, a Vacancy Review Panel process exists for non-Independent Public Schools to determine if a role will be filled through relocation of a current employee or following an advertised merit based process. Independent Public Schools (IPS) can undertake a suitability assessment of employees seeking relocation at level or proceed to advertise and appoint to their vacancy through a merit based process.

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.

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 applications.
- Provide advice to schools, selection panels and regional HR teams regarding the recruitment and selection processes.
- Conduct merit 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).

Additional responsibilities for selection panel chair

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

Vacancy Review Panel (VRP)

- Recommend which vacancies should be filled by relocation or merit for non-IPS excluding principal positions.

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.

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

- 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 (applicable to all state schools including IPS)

- 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 excluding principals)

Independent Public Schools	Non-Independent Public Schools
<ul style="list-style-type: none"> • Panel established. • Talent Unit forwards a list of candidates on the relocation list who are: <ul style="list-style-type: none"> ○ at level; and ○ with a preference for the geographical area. • Panel reviews relocation list and decides whether to consider relocation applicants through suitability assessment process (similar to principal vacancies) or proceed to merit based recruitment (step 4). • Should there be relocation applicants suitable for consideration: <ul style="list-style-type: none"> ○ the panel identify the most suitable applicant and recommend that relocation is approved. ○ the panel notify those who have been deemed unsuitable. Panel provides feedback to the unsuitable applicants in writing providing reasons for why they were deemed unsuitable. ○ HR undertakes employment screening (merit check) on recommended applicant. ○ The HR delegate approves the relocation recommendation for appointment at level. ○ Position is offered to recommended applicant. If they accept, HR processes the relocation. ○ If they decline, proceed to merit based recruitment. <p>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).</p>	<p>Vacancy Review Panel (VRP) reviews the vacancy and determines if the position will be filled via relocation or merit.</p> <p>Fill by relocation</p> <ul style="list-style-type: none"> • VRP consider relocation applicants who match the requirements of the vacancy. • VRP identifies most suitable applicant. • VRP recommends position is filled by relocation with the most suitable applicant. • HR undertakes employment screening/ merit check. • HR delegate approves VRP recommendation. • Employee is offered relocation to role (at level) and accepts or declines. • If employee accepts relocation, HR processes the relocation. • If employee declines relocation, proceed to merit based recruitment. <p>Fill by merit</p> <ul style="list-style-type: none"> • VRP recommends position filled through advertised merit process. • HR delegate approves VRP recommendation. • Proceed to 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. If panel do not use hiring manager functionality, HR provide panel with link to applications.

Shortlist

- Panel shortlist applicants applying the [merit principle](#).
- Panel advise shortlisted applicants of interview times.

Interview and recommend

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

Finalise appointment

- HR undertake employment screening (merit 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

Classified teaching position	The term classified teacher refers to a teacher whose substantive position aligns to Stream 2 or Stream 3 of the Teaching in State Education Award – State 2016 and is employed under this award.
IPS	Independent Public School
Merit check	A merit 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.

Employment screening	Employment screening, which is carried out in accordance with the Recruitment and Selection (Directive 15/13) , includes referee checking relating to an applicant's work behaviour and performance.
Relocation list	A list of current departmental employees who have indicated they are interested in relocation. See Relocation of classified teachers (school leaders and heads of program) procedure.

Legislation

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

Delegations/Authorisations

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

Related policies

- [Recruitment and selection](#)

Related procedures

- [Relocation of classified teachers \(school leaders and heads of program\)](#)

Guidelines

- Nil

Supporting information/websites

- [Classified teaching staff – recruitment and selection](#) (DoE employees only)
- [Principals – recruitment and selection](#) (DoE employees only)
- [Classified teaching recruitment \(excluding principals\) flowchart](#)
- [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

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 positons

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