



EMPLOYMENT POLICY

CONTEXT

Staff who undertake employment at St Paul's College agree to support the principles of Catholic and Edmund Rice education. This acknowledges a need to model values consistent with Gospel teaching, a willingness to give witness to the distinctive cultural characteristics as outlined in The Charter of Edmund Rice Education Australia, and a capacity to identify with and respond to the services that the school provides.

PRINCIPLES

Staff who are appointed to St Paul's College, whether in a part-time, casual, contract or permanent position will:

1. give witness to the espoused values and characteristics of St Paul's College, as detailed in the Edmund Rice Education Charter and the college Vision Statement;
2. emulate personal standards of behaviour and presentation consistent with the Edmund Rice tradition, and avoid, whether by word, action or lifestyle, any influence upon students that is contrary to the teachings and values of the Catholic Church community in whose name they act;
3. contribute to a holistic education environment based upon inclusiveness, safety and scholarship;
4. adhere to their responsibility to develop professionally in order to best serve the students of the college;
5. acknowledge the legal requirements associated with WH&S, Duty of Care, and other statutory requirements as they relate to employment and child protection;
6. agree to standard checks associated with personal and character references, as deemed acceptable by Edmund Rice Education Australia, Catholic Education South Australia, and government authorities;
7. support and observe EREA and SACCS policies as they relate to Catholic schools, including those in the Archdiocese of Adelaide,
8. uphold a code of high professional standards consistent with the tradition of the college as detailed in St Paul's College policy statements;
9. support and abide by the College Code of Conduct;
10. Bring appropriate credentials and qualifications sufficient to effectively carry out the terms of their employment.

PROCEDURES

A. Employment Procedure – Employee

All staff who seek employment at St Paul's College will:

1. submit a curriculum vitae that details past work experience, together with contacts of referees who will attest to professional and personal qualities;
2. be interviewed by the Principal and/or delegate in order to determine suitability for employment to St Paul's College;
3. be required to agree to Police checks and reference checks as part of the appointment process;
4. be provided with a letter of appointment, which will detail conditions of employment to be read in conjunction with this policy and the College Code of Conduct;
5. be required to undergo induction procedures that will:
 - a. contextualise the mission of Edmund Rice Education and the college;
 - b. provide explicit details about the nature of the work to be undertaken;
 - c. explain the operational procedures of the college such as are outlined in the staff handbook;
 - d. serve a period of probation and undertake a process of appraisal to determine permanent employment status.

Where staff fail to respond adequately to their professional duties, due process involving grievance and/or procedures associated with professional complaint management, will be followed.

I have read and accept the principles and procedures detailed in the enclosed copy of the Employment Policy document, as a condition of my employment at St Paul's College.

Employee Name: _____ Signature: _____ Date: _____

Principal: _____ Signature: _____ Date: _____

Approved Date: Currently under review