



SACRED  
HEART  
COLLEGE

## EMPLOYMENT POLICY & PROCEDURES

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### CONTEXT

Staff who undertake employment at Sacred Heart College agree to support the principles of Catholic and Marist education. This acknowledges a need to model values consistent with Gospel teaching, a willingness to give witness to the distinctive and rich tradition of the Marist Brothers and a capacity to identify with and respond to the services that the school provides.

### PRINCIPLES

Staff who are appointed to Sacred Heart Senior, whether in a part-time, casual, contract or permanent position will:

1. give witness to the espoused values and characteristics of Sacred Heart, as detailed in the school's Vision Statement;
2. emulate personal standards of behaviour and presentation consistent with the Marist tradition, and avoid, whether by word, action or lifestyle, any influence upon students that is contrary to the teachings and values of the Church community in whose name they act;
3. contribute to an educational environment based upon inclusiveness, safety and scholarship;
4. acknowledge their responsibility to develop professionally in order to best serve the students of the school;
5. acknowledge the legal requirements associated with OHS&W, 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 Catholic Education, South Australia and government authorities;
7. support and observe SACCS policies as they relate to Catholic schools in the Archdiocese of Adelaide;
8. uphold a code of high professional standards consistent with the tradition of the school and detailed in Sacred Heart College Staff Handbook;
9. bring appropriate credentials and qualifications sufficient to effectively carry out the terms of their employment.

## PROCEDURE

All staff who seek employment at Sacred Heart 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 Sacred Heart 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 and a role description, which is to be read in conjunction with this policy;
5. be required to undergo induction procedures that will:
  - contextualise the mission of the school;
  - provide explicit details about the nature of the work to be undertaken;
  - explain the operational procedures of the school such as are outlined in the Staff Handbook;
  - 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.

## REFERENCES

- South Australian Commission for Catholic Schools (Handbook)
- Vision Statement
- Handbook
- Enterprise Agreement
- Sacred Heart Staff Handbook

Staff at Sacred Heart College are required to sign that they accept the principles and procedures of the Employment Policy, as a condition of my employment at Sacred Heart College.

DATE PASSED: MAY 2009

DATE FOR REVIEW: MAY 2012