

### INTRODUCTION

This employment policy covers the appointment of staff members In Kildare Education Ministries schools and is guided by foundation principles for Catholic education.

Kildare Ministries' conception of the transformative role of Catholic education is inspired by the Gospel and by Church documents.

*"In the Church, there is diversity of service, but unity of purpose ... the laity, too, share in the priestly, prophetic and royal office of Christ and therefore have their own role to play in the mission of the whole People of God in the Church and in the world"<sup>1</sup>.*

*"Catholic education, with its many schools and universities that are scattered all over the world, provides a remarkable support to ecclesial communities that are engaged in the new evangelization, and contributes to the fostering of anthropological and ethical values in individual consciences and cultures, which are necessary to build a society that is based on fraternity and solidarity"<sup>2</sup>.*

*"Schools .... Work to provide students with training that will enable them to enter the labour market and social life with adequate skills. Learning ... allows our students to develop their creativity, strive for constant learning and become more open towards others. Learning can also provide the opportunity to open students' hearts and minds to the mystery and wonder of the world and nature, to self-consciousness and awareness, to responsibility towards creation, to the Creator's immensity"<sup>3</sup>.*

*"The achievement of this specific aim of the Catholic schools depends not so much on the subject matter or methodology as on the people who work there. The extent to which the Christian message is transmitted through education depends to a very great extent on the teachers"<sup>4</sup>.*

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<sup>1</sup> The Documents of Vatican II, Decree on the Apostolate of the Laity, Geoff Chapman Publishing, 1967, p489

<sup>2</sup> Congregation for Catholic Education, Educating Today and Tomorrow: A Renewing Passion. April 2014, Introduction

<sup>3</sup> Ibid #4. The Centrality of Learners

<sup>4</sup> The Sacred Congregation for Catholic Education, The Catholic School, St Paul Publications, 1977, p.36

## DEFINITION

Kildare Education Ministries Ltd derives its authority from the Pontifical Juridic Person (PJP), Kildare Ministries.

The Vatican granted permission for the establishment of the PJP in September 2013, and it was officially launched in March 2014.

Kildare Education Ministries Board is the employing authority for the seven schools within its jurisdiction.

- Clonard College, Geelong, Victoria
- Kilbreda College, Mentone, Victoria
- Kildare College, Holden Hill, South Australia
- Killester College, Springvale, Victoria
- Marian College, Ararat, Victoria
- Marian College, Sunshine West, Victoria
- St Joseph's College, Echuca, Victoria

In Brigidine education, under the auspices of Kildare Ministries, we will:

Be Faithful

To our Catholic heritage

Welcome

All people, especially the most vulnerable

Celebrate

All that is good with joy and gratitude

Engender

A love of learning, hope and a sense of purpose

Image and Practise

Justice and Service

## STAFF MEMBERS AS WITNESS TO THE GOSPEL

Principal/Co-Principals have the responsibility for employing staff, and said authority is delegated from Kildare Education Ministries Board.

Principals/Co-Principals of Kildare Education Ministries, in employing members of staff will be guided by the relevant church documents and the traditions of the Brigidine Congregation. These emphasise that the ministry of teaching brings God into the life of the College, and through this, into the life of the students.

The Principal/Co-Principals will endeavour to employ people who give witness to human qualities that reflect Gospel values.

### Service

A generous giving of oneself to students and colleagues, staff members, and especially to the most vulnerable of the community.

### Loyalty

A commitment to the values of the Gospel and Brigidine tradition, and to the Vision and Mission of the College.

### Justice

A commitment to treating people according to need with special priority accorded to the disadvantaged and vulnerable.

### Forgiveness

A commitment to a belief in restorative practices and redemptive possibilities.

### Peace

A commitment to nonviolent means of communication and action, especially in the resolution of differences.

### Collaboration

A willingness to work in close partnership with other people, sharing each other's gifts and talents for the common good.

## PERSONAL AND PROFESSIONAL COMPETENCIES OF STAFF

In addition to these gospel inspired qualities, and the stated Brigidine values, emphasis will be placed on the employment of people who:

- 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 must cite the evidence for these requirements
- Demonstrate a passion for their work – whether it be in learning and teaching, support in the classroom, financial expertise and support and in maintenance and cleaning
- Demonstrate high levels of professional competence in their area of expertise
- Can explain and demonstrate a linkage between Church teachings and their own areas of work
- 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
- Demonstrate commitment to ongoing professional development, appraisal and personal formation. This includes all staff employed at the College
- Provide effective gender modelling as women and men working collaboratively and in their relationships maintain dignity and respect
- Possess the ability to engage with and encourage students as learners, and who possess effective relational skills. This is not limited to the classroom.
- Demonstrate commitment to the student as a whole person and the college as an integrated organisation
- Demonstrate an environmental awareness and a commitment to wise stewardship of resources

## EMPLOYMENT OF A PRINCIPAL/CO-PRINCIPAL

In the employment of a Principal/Co-Principal, Kildare Education Ministries Board undertakes this task through authority derived from the Trustees of Kildare Ministries. The following procedures are to be adopted:

1. The Executive Officer will facilitate this process, and assist the Chair of the selection Panel.
2. All applicants will be required to provide certified copies of their relevant qualifications.
3. Pre-ratification of the candidates for interview will be sought with the diocesan Archbishop/Bishop.
4. The selection Panel will make a recommendation to the Board of Kildare Education Ministries regarding the appointment of the new Principal/Co-Principal.
5. The relevant authorities will then be advised once the successful applicant is notified and accepts the position.

6. The contract will set out conditions of employment, and describe any procedures that are to be followed for review, and for other issues relevant to the contract - Long Service Leave, Leave without Pay, Enrichment Leave, Conflict Resolution processes. The contract will be guided by the conditions that have been established by the Victorian and South Australian Catholic Education authorities.
7. The contract will then be drawn up between the parties, signed and witnessed.
8. An induction program will be conducted by the Executive Officer of Kildare Education Ministries.
9. The Executive Officer will work in collaboration with the Principal/Co-Principals to establish leadership goals.
10. Collegial support will be provided by the appointment of suitable mentors and regular meetings of KEM Principals will be scheduled during the school year.

## PROCEDURES FOR THE EMPLOYMENT OF STAFF

The following procedures will be followed:

- 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 may not have to be advertised if the Principal/Co-Principals have a number of resumes available to them for consideration
- Before offering a position to any individual, contact must be made with referees in order to validate claims made by the applicant
- Interviews and processes are the responsibility of the Principal/Co-Principals. On some occasions it would be best if the interview were to be conducted by a Panel which will then make a recommendation to the Principal/Co-Principals
- 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). 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. 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.
- A senior leadership appointment (e.g. member of a Leadership Team, Religious Education Coordinator, Business Manager) will require a representative of Kildare Education Ministries on the panel
- Limited tenure appointments will be restricted to those circumstances outlined in the relevant Enterprise Bargaining Agreement e.g. parental leave or long service leave replacement positions or to exceptional circumstances such as falling student enrolment numbers or inadequate time to make a confident decision following a staff member's resignation.

## COMMITMENT TO INCLUSIVITY AND EQUAL OPPORTUNITY

Colleges are expected to pursue 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.

Policies of inclusivity and equal opportunity will apply to persons seeking employment.

Inclusivity and equal opportunity policies will accord with relevant State and Commonwealth legislation as well as other statutory and Catholic Church authorities under whose jurisdiction KEM schools are located.

## CROSS REFERENCES TO OTHER EMPLOYMENT RELATED REQUIREMENTS

- Fair Work Act (Cth) 2009, and any other relevant State Government legislation
- Relevant requirements/legislation in regard to Superannuation
- Relevant requirements/legislation in regard to Privacy
- Relevant requirements/legislation in regard to Accreditation to Teach in a Catholic School /Accreditation to teach Religious Education
- Criminal Records Check
- Working With Children Check