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## Staff Recruitment Policy

Policy # 5.1

Approved: April 2022

Circulation: B:Board M:Management T:Teachers P:Parents S:Students

Review: March 2023 - Coming up

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### Aims and Objectives

The overall aim is to employ a staff of such excellence as to make a significant contribution to the realisation of the mission and vision of The Booker School.

The Booker School is also committed to safeguarding and promoting the welfare of all students in its care. As an employer, the School expects all staff and volunteers to share this commitment.

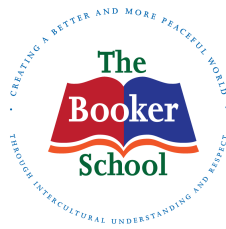
In order to help safeguard and promote the welfare of all its students, the School is committed to safe recruitment through thorough and consistent recruitment practices. The Booker School's recruitment practices also aim to help deter, reject or identify people who are unsuited to working with students by having appropriate procedures for appointing staff.

The Booker School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. The Booker School's objectives are to apply procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at The Booker School.

### Roles and Responsibilities

1. It is the responsibility of The Board to:
  - a) ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with any Nova Scotian legal requirements.
  - b) monitor the school's compliance with them.



2. It is the responsibility of the Head of School and other leaders involved in recruitment to:
- ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
  - promote the welfare of children and young people at every stage of the procedure.

## **Recruitment and Selection Procedure**

### **Advertising**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicants as possible. Normally, this entails an external advertisement. Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

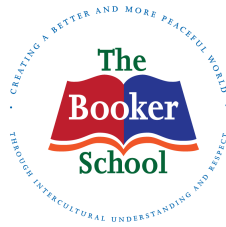
### **Application Process**

All applicants for employment will be required to respond to questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history should they arise). For full-time positions, evidence of an appropriate teaching qualification must be produced.

All applicants will be made aware that providing false information could result in the application being rejected or summary dismissal if the applicant has been selected.

The School takes its responsibility to safeguard our children seriously. Following the identification of the desired candidate the following will happen,

- A Criminal Record Check from their local law enforcement office must be complete.
- The Applicant will complete a Vulnerable Sector Check.
- The applicant must sign a declaration to indicate whether they have been convicted or charged with a criminal offence.
- An online search will be conducted.



## Job Descriptions

A job description will clearly and accurately set out the duties and responsibilities of the job role.

## Specific Objectives in Teacher Recruitment

Teachers should be,

- a) well qualified, both professionally and personally.
- b) committed to the practice idea of pastoral care of students in its widest sense.
- c) culturally diverse and the teaching staff as a whole should have a range of experience in different educational systems which reflect the needs of the student body.

Key qualities should be: enthusiasm; the ability to engage students' interest; constructive energy; a breadth and depth of child development knowledge of the relevant age group and the needs of the course; computer literacy; imaginative teaching methodology; relevant experience and qualifications.

Teachers should be willing and eager to participate in the four components of The Booker School's educational program (Academic, Well-Being, Community, Service & Action). A commitment to the central values of the School is a prerequisite of employment at The Booker School.

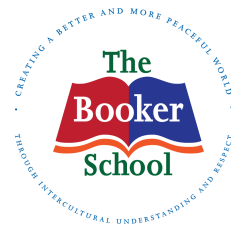
## References

References for applicants will be requested as part of the application process. Two professional/character references must be provided, one of which must be from the applicant's current employer (or equivalent). These will always be sought and obtained from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up.

The Booker School does not accept open references, testimonials or references from relatives in isolation.

## Interviews

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel, which will consist of a minimum of 3 people, to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria. The Booker School's panel shall consist of the three members of the Pedagogical Leadership Team.



Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

It is possible that The Booker School organises a secondary interview process that includes students as members of the panel.

### Offer of Appointment and New Employee Process

The appointment of all new employees is subject to the receipt of a satisfactory criminal record check from countries where this is possible, references (as above), copies of qualifications and proof of identity. The authenticity of references for all employed candidates will also be checked by telephone or email.

### Induction Programme

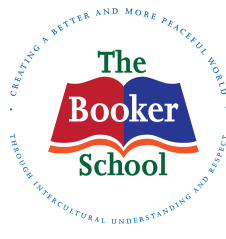
For full-time teaching positions, Teacher Work Days are designed in the last two weeks of August before school starts as an induction.

### Salary Scale & Benefits - For annual review by The Board

**For the academic year 2023-24 (A 2-5% increase in under review for the 2024-25 Academic Year):**

Step	Experience:	Salary
1	0-2 Years (Newly qualified teachers)	\$42,000
2	2-4 Years	\$46,200
3	4-6 Years	\$48,300
4	6-8 Years	\$50,400
5	8-10 Years	\$52,500
6	10 + Years	\$56,700
	Leadership Responsibilities (E.g. Curriculum, Pedagogical Leadership Team, Coaches)	+\$1,000

Salary shall be earned for the period commencing August 16th, 2023 up to and including August 15th, 2024. Salary payments shall be paid on the 15th day and the last working day of each month.



**Benefits:**

- Employee health care plan, including a long-term disability component during the term of the contract. Such health plan shall be cost shared 50/50 between the School and the Employee. The Employee may opt out of the plan upon written proof of insurance deemed satisfactory to the Board.
- Up to five days paid sick leave if required. Sick leave shall be earned throughout the school year
- Up to three days paid compassionate leave at the discretion of the Head of School
- At least five paid professional/curriculum development days as outlined in the *Booker School 2021-2022 Calendar* or as otherwise directed by the Board
- One personal day per year to be agreed upon by the Head of School with cover arranged at least two weeks ahead of time
- The employee will be supplied with a school technological device for employment purposes only (see staff handbook)

Week	TBS 2021-22	M	T	W	T	F	S	S	Whole School Events
								1	School Closed
	August	2	3	4	5	6	7	8	Teacher Work Day
		9	10	11	12	13	14	15	Event
		16	17	18	19	20	21	22	
		23	24	25	26	27	28	29	
1		30	31	1	2	3	4	5	
2		6	7	8	9	10	11	12	Labour Day
3	September	13	14	15	16	17	18	19	
4		20	21	22	23	24	25	26	
5		27	28	29	30	1	2	3	
6		4	5	6	7	8	9	10	
	October	11	12	13	14	15	16	17	Around Thanksgiving
7		18	19	20	21	22	23	24	Teacher Work Day
8		25	26	27	28	29	30	31	
9		1	2	3	4	5	6	7	
10	November	8	9	10	11	12	13	14	Remembrance Day
11		15	16	17	18	19	20	21	
12		22	23	24	25	26	27	28	
13		29	30	1	2	3	4	5	
14		6	7	8	9	10	11	12	
15	December	13	14	15	16	17	18	19	Teacher Work Day
		20	21	22	23	24	25	26	
		27	28	29	30	31	1	2	
16		3	4	5	6	7	8	9	Teacher Work Day
17	January	10	11	12	13	14	15	16	
18		17	18	19	20	21	22	23	
19		24	25	26	27	28	29	30	Teacher Work Day
20		31	1	2	3	4	5	6	
21	February	7	8	9	10	11	12	13	
22		14	15	16	17	18	19	20	
23		21	22	23	24	25	26	27	
24		28	1	2	3	4	5	6	
	March	7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	
25		21	22	23	24	25	26	27	
26		28	29	30	31	1	2	3	Teacher Work Day
27		4	5	6	7	8	9	10	
28	April	11	12	13	14	15	16	17	
29		18	19	20	21	22	23	24	
30		25	26	27	28	29	30	1	
31		2	3	4	5	6	7	8	
32	May	9	10	11	12	13	14	15	Teacher Work Day
33		16	17	18	19	20	21	22	
34		23	24	25	26	27	28	29	Victoria Day
35		30	31	1	2	3	4	5	
36	June	6	7	8	9	10	11	12	
37		13	14	15	16	17	18	19	
38		20	21	22	23	24	25	26	
		27	28	29	30	1	2	3	Teacher Work Days
	July	4	5	6	7	8	9	10	
		11	12	13	14	15	16	17	
		18	19	20	21	22	23	24	
		25	26	27	28	29	30	31	