

Recruitment Guidelines

Purpose

This document outlines expected procedures for recruiting all staff at the College, and provides specifically-used templates for interviewing prospective staff and completing their reference checks. A new-hire induction and onboarding checklist template is also attached that is used by Supervisors and Administration staff during the hiring process.

Scope

Montessori International College staff.

References

Relevant legislation and standards include but are not limited to:

- Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- [Education and Care Services National Law Act 2010](#)
- Education and Care Services National Regulations 2011 (ACECQA):
 - [Regulation 84 – Awareness of Child Protection Law](#)
 - [Regulation 168 - Education and care service must have policies and procedures](#)
 - (i) Staffing, including
 - (i) A code of conduct for staff members
- [Link to National Quality Standard, Quality Area 2: Children's Health and Safety](#)
- [Link to National Quality Standard, Quality Area 4: Staffing Arrangements](#)
- [Link to National Quality Standard, Quality Area 7: Governance and Leadership](#)
- [Education \(Accreditation of Non-State Schools\) Act 2017](#)
- [Education \(Accreditation of Non-State Schools\) Regulation 2017](#)
- [Child Protection Act 1999](#)
- [Working with Children \(Risk Management and Screening\) Act 2000](#)
- [Crime and Corruption Act 2001](#)
- Department of Families, Seniors, Disability Services and Child Safety - www.families.qld.gov.au
- Independent Schools Qld- www.isq.qld.edu.au

Related Policies / Documents

- Staff Handbook;
- Child Protection Policy;
- Staff Code of Conduct;
- MIC Strategic Approach 2024 & Beyond document.

Supersedes: N/A

Authorised by: Principal

Date of Authorisation: October 2025

Review Date: Annually

Next Review Date: October 2026

Policy Owner: Principal

Statement

Organisations that employ people who are committed to safe environments for children and young people are better able to provide a high-quality and effective service. Adults who work with children and young people have a responsibility to promote their wellbeing and protect them from harm.

They also have an opportunity to make a positive contribution to the child and/or young person's life. It is important that the people who work at Montessori International College (MIC) share MIC values and promote the wellbeing of children and young people.

MIC depends on quality staff for its effective teaching and learning programs. The college engages in a thorough interview and selection process in order to secure the best possible staff.

MIC recognises that having Aboriginal and Torres Strait Islander people present in our college provides an opportunity for valuable sharing of knowledge about Aboriginal and Torres Strait Islander histories and cultures among students, staff and our wider community.

The college depends on having a pool of relief staff, who have been interviewed and reference checked, and can be called upon at any given time. This bank of Guides, Specialist Teachers and Assistants may grow or shrink depending on the situation of the college and/or the Guides/Specialist Teachers/Assistants within this pool.

Procedures

All Staff

All appointments are approved by the Principal. All appointments fit within the scope set out in the annual budget according to salary range and full-time equivalent numbers.

The College advertises via the MIC website, SEEK, the Montessori Australia (MA) and Montessori Schools and Centres Australia (MSCA) websites (when suitable), word of mouth, or other mediums when appropriate. Position Descriptions typically accompany the preparation of an advertisement. All advertisements will also state that 'suitably qualified Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply'.

For Class and general Administration Team positions, resumes are rated according to their suitability for the position by the relevant Head of School or Assistant Principal, in the case of Adolescent Program staff.

The College ranks the following areas:

- Montessori qualifications and experience;

- Other qualifications and experience;
- Relevant skills;
- Alignment with MIC Values and Strategic Approach 2024 & Beyond document

All potential employees are interviewed by at least two members of the Senior Leadership Team (see Appendix A: MIC Interview Questions Template) with one of the two being the Principal. Recommendations are put forward.

Reference checks (see Appendix B: MIC Applicant Reference Check Proforma) are completed by a member of the Senior Leadership Team and are conducted by telephone (where possible). Blue Card (working with children) approvals are checked and verified by the EA to the Principal.

Three vital questions, which are particularly relevant to child protection, must be asked of the referee:

1. Has the candidate been subject to an investigation into Inappropriate Behaviour?*
2. Do you have any concerns about the candidate's interactions with children?
3. Would you employ the candidate again?

*Any concerns or queries should be directed to the Principal within the college who is required to have knowledge of investigations into Inappropriate Behaviour.

A probation period is a component of the employment contract. All new staff pass through the MIC Induction Checklist and are subject to periodic review.

APPENDIX A

MIC Interview Questions Template - [download here](#)

PRIMARY GUIDE INTERVIEW

CANDIDATE'S NAME: _____

Date: _____

STAFF MEMBER INTERVIEWING: _____

- Ask if it is okay to take notes
- Explain the Role

	1. Why do you think you are suitable for the role at our College ? - Experience, qualifications, passion, personality characteristics
	2. What about the role appeals to you?
	3a. How do feel children learn best? 3b. Can you provide an example of when a child was presenting negative or inappropriate behaviour and what strategies you used to relieve the situation?

	4. What do you believe are the most important qualities and skills in a Montessori Primary Guide?
	5. What would you say your strengths and opportunities are as a Montessori Primary Guide?
	6. Please articulate the key Montessori principles as you would to a parent.
	7. If a parent came to you angry and upset about a situation in the class, how would you approach that issue? Can you give an example of when that has happened?

	8. A crucial aspect of the role in being a part of a team. What is your experience of working within a team?
	9. What would be your priorities in this role for the first 90 days?
	10. We take our responsibility to protect our children very seriously. What would you do if you had a concern about a child?
	11. What three things would you like us to remember about your application?

	Any questions for us?
	Still a keen applicant?



Additional notes:

APPENDIX B

MIC Applicant Reference Check Proforma - [download here](#)

MIC Reference Template

Applicant's Name: _____

Referee's Name: _____

Referee's Organisation: _____

Referee's Contact details: _____

Referee Check done by: _____

These compulsory questions must be asked to the Principal/Manager of the current workplace and the previous employer. If necessary or relevant, a third reference should be sought.



1. Explain the role the candidate has applied for. Do you think this person has the skillset and experience to do the role <u>well?</u> →	
2. Has the candidate ever been investigated for inappropriate behaviour?	
3. Do you have any concerns about the candidate's interaction with children?	
4. Would you employ the candidate again? Reason?	
5. Please confirm the dates the applicant was employed at your <u>organisation?</u>	
6. Any other relevant information	



APPENDIX C

Permanent/Temporary New Staff Onboarding Checklist

Name:
D.O.B:
Email:
Job Title:
Immediate Supervisor:
Start Date:
Work Days:
Class:
Employment Basis:

All documentation should be forwarded to the Executive Assistant for electronic filing.

Who	Task	Each Section Completed	N/A
DEPT HEAD	Vacancy Vacancy is identified and approval sought for placement of vacancy.	☐	☐
DEPT HEAD	Position Description Position description is updated or created (as needed.)	☐	☐
DEPT HEAD	Advertisement Seek advertisement is sent to COO for placement.	☐	☐
COO/DEPT HEAD	Advertising Seek advertisement is placed by Dept Head/COO.	☐	☐
COO	Applications Applications placed into shared drive <i>EXEC/HUMAN RESOURCES/Received Resumes</i> and Department Head notified Received Resumes	☐	☐
DEPT HEAD	Decision Decision is made which candidates to interview and invitations sent	☐	☐
DEPT HEAD	Interviews Interviews conclude and decision made re: candidate for position	☐	☐

DEPT HEAD/COO	Reference Checks Referee checks conducted, sent to COO to be filed in payroll file	☐	☐
COO/EA	Statement of Service ☐ Statement of Service to be obtained.	☐	☐
PRINCIPAL/COO	Pay Level ☐ Principal/COO to determine pay level	☐	
COO	Contract ☐ COO to create contract	☐	
COO	File Set Up ☐ Set up new employee folder under Payroll	☐	
EA/COO	Offer documentation to be sent:- ☐ Offer letter ☐ Contract/Fairwork ☐ Position Description ☐ Personal Details form ☐ Super Form ☐ TFN Declaration	☐	
EA/COO	Candidates Documentation Return ☐ Contract ☐ Super ☐ TFN ☐ Blue Card (teacher assistant and non-teaching staff only) ☐ Personal Details Form including emergency contacts ☐ Copy of Motor Vehicle Licence for ID purposes ☐ Once completed save in staff file under Payroll ☐ Create Link to Blue Card/ QTC Portals	☐	
COO	Notify Payroll - COO to provide: ☐ Bank ☐ Super ☐ TFN	☐	
IT	IT Set Up ☐ Email address & signature template ☐ Groups, email and chats Drives: ☐ Primary - Drive: Primary Community. Chats: Emergency communication, connection - prep and primary, all staff comms. ☐ Adolescent - Chat: Adolescent Faculty, Admin to Adolescent, Couplet Chat (if relevant) 7/ 8 Couplet, 9/10 Local & Integrated Projects Program, Future Pathways ☐ Calendar access ☐ Subscribe to MIC Staff Calendar & School Calendar ☐ ISQ Compliance ☐ School Stream ☐ FACTS ☐ Chromebook Allocation for teaching staff	☐	

	☐ QCAA (If applicable)		
	DAY BEFORE START DAY		
EA	New Starter Pack Issued:- ☐ Staff Handbook ☐ Parent Handbook ☐ Site Map ☐ ISQ Compliance login emailed to work email	☐	
PRINCIPAL	30 min discussion with Principal ☐ Prepared Montessori Adult & Position Description discussion	☐	
DEPT HEAD	☐ 1st Induction	☐	
COLLEGE CARETAKER	Security & Keys ☐ Arrange security codes for entry to buildings, Gate entry and keys for relevant areas.	☐	
INFORMATION COORDINATOR	FACTS ☐ Set up staff member security according to role description. ☐ Email staff member FACTS link.	☐	
RECEPTION	Phone List ☐ Order name badges ☐ Add new staff to Phone Distribution List ☐ Birthday recorded in staff calendar	☐	
DEPT HEAD	Onboarding Session ☐ Tour of Grounds ☐ WHS ☐ FACTS ☐ Leave Forms ☐ Timesheets ☐ Payslips ☐ Google Drives ☐ Social media guidelines ☐ Sick leave reporting ☐ Mandatory reporting ☐ Complaint reporting ☐ Policy orientation Child Protection/Code of Conduct/WHS ☐ Emergency Evacuation Procedures & Protocols	☐	
DEPT HEAD	Classroom Observations: ☐ Early Years ☐ Junior Primary ☐ Senior Primary ☐ Adolescents	☐	
DEPT HEAD	Followup Induction Sessions Induction session Term 1	☐	

	☐ Week 3 Induction Session Term 2 ☐ Week 1		
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Confirmation by the Executive Assistant

I confirm that the above checklist has been completed.

Name:

Signed:

Date: