



Policy: **BGLS Teacher Recruitment, On-boarding & Resignation Policy**

Version Control

Adoption Date	Version	Details	Author
12 th April 2023	1	New	Micah Nehring

1. Scope

- 1.1 This Policy outlines the requirements for the Brisbane German Language School (BGLS) regarding any recruitment, on-boarding and resignation of paid teachers
- 1.2 For matters relating to the recruitment, on-boarding and resignation of coordinators and other future paid position/s (such as potential future administrator), the management commitment will determine the requirements and procedures relating to this at the appropriate time.
- 1.3 For matters relating to the recruitment, on-boarding and resignation of volunteers or members of the management committee, please refer to the BGLS Volunteer Policy and the BGLS Articles of Association (Constitution) respectively (available at www.bgls.org.au).

2. Background

- 2.1 The BGLS seeks to hire and retain high quality teachers where their many talents, and passions are encouraged and nurtured, as set out in our Strategic Plan (available online).
- 2.2 For a detailed understanding of the requirements to become a teacher with the BGLS, please refer to the relevant position descriptions (available internally).

3. Recruitment

- 3.1 Potential applicants/candidates are initially screened by the relevant coordinator. This may include but is not limited to reviewing their CV and teaching qualifications and experience, identifying their availability and suitability for a potential class or substitution role and most importantly gauging their level of German proficiency and passion for the language and culture of German speaking countries. This may be carried out via a phone call or written email correspondence.
- 3.2 Once the relevant coordinator indicates a level of suitability after initial screening, they should notify a member of the management committee and determine a suitable time/venue for an interview.
- 3.3 At a minimum the Interview panel must consist of the relevant coordinator and at least one committee member. It is highly recommended that both coordinators are part of the interview panel as any candidate teacher should also be willing and able to undertake relief work across both youth and adult classes.
- 3.4 Appointment of the applicant/candidate can only proceed if a consensus view is reached by the interview panel.

- 3.5 The applicant/candidate must have or be able to attain a Blue card (even if they are being hired as an adult teacher). Once received the Blue card number is to be added to the BGLS Blue Card register by relevant coordinator.
- 3.6 The interview panel must establish that the applicant/candidate has the appropriate Visa status to allow them to work in Australia.
- 3.7 The applicants/candidate's teaching qualifications must be cited, copied and retained by the relevant coordinator (as this may affect their rate of pay).

4. **On-boarding**

- 4.1 All new teachers must be covered under one Employment Award. This should be determined at the outset (together with the respective level) and referred to in their contract. As off April 2023 the appropriate Employment Award for Youth and Adult Teachers is the *Miscellaneous Award 2020* and the *Educational Services (Post-Secondary Education) Award 2020*, respectively (this is linked to wherever the teacher will spend the majority of their time). The appropriate Award shall be reviewed by the relevant Coordinator and Treasurer at regular intervals.
- 4.2 The applicant/candidate will sign a contract stating that they will meet the requirements of the position as stated on the relevant position description (available internally). This includes that they are familiar with all formal BGLS policies (especially those relating to member protection) (available online).
- 4.3 Appropriate forms are to be dispatched to the applicant/candidate for completion. This includes those forms relating to financial matters including bank details and superannuation, etc.
- 4.4 Teacher will be notified of BGLS pay cycles (as at April 2023 pay is dispatched monthly and superannuation is paid quarterly),
- 4.5 The relevant coordinator is responsible for guiding and checking-in with the newly appointed teacher on a regular basis.
- 4.6 The newly appointed teacher shall conduct yearly performance appraisal with relevant coordinator (casuals are excluded).

5. **Resignation**

- 5.1 Teachers who wish to resign shall provide 4 weeks' notice at a minimum.
- 5.2 All BGLS resources must be handed back to the relevant coordinator upon completion of their final class/es.
- 5.3 A teacher may be dismissed immediately for inappropriate behaviour.