

EMPLOYMENT GUIDELINES AT MORIAH COLLEGE

Moriah College is a Jewish Day School that espouses a Modern-Orthodox-Zionist Jewish philosophy and Jewish ethos. The College's co-educational structure is a manifestation of its Modern Orthodox ethos, reflecting a firm belief that no distinction ought to be made between the education of girls and boys, other than in the areas of prayer and ritual where Halacha demands a difference. The College provides an educational offering from Early Learning to Year 12.

The College is an *equal opportunity employer* and is committed to ensuring that quality staff members are engaged to provide a safe and supportive environment for students (Early Learning to Year 12).

The College will ensure a thorough and rigorous recruitment process to ensure the quality of staff. All teaching staff must provide evidence of relevant teaching qualifications and fulfil all statutory requirements before employment is finalised. These include relevant teaching qualifications, and a valid clearance to Work with Children through the Office of the Children's Guardian.

All applicants seeking employment on a permanent, temporary, casual or contractor basis are required to follow the recruitment process provided below and contact the Human Resources department to be considered for employment.

Applicants who do not satisfy our screening requirements will not be able to commence employment at the College.

1. Benefits of working at Moriah College

Working at Moriah College is very rewarding for both teaching and support and administration staff. Our teaching staff is comprised of teachers from all career stages. Moriah College offers teachers access to all levels of Accreditation as part of the Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement (2015-2017).

All staff members enjoy opportunities for promotion and professional development is encouraged. The College values innovation, professionalism and a determination to stay at the forefront of education. Teachers at the College enjoy the challenge and prestige of working in a high-achieving environment with motivated students, and the positive feeling of working in a community school. Feedback from parents and students continually pay tribute to the hard work, care and professionalism of Moriah teachers.

In addition,

- Applications for employment can be completed online or submitted to the College by post or in person;

- The College Principal is the approving party responsible for ensuring that the College is compliant with the respective legislation. The Principal is the final decision maker on all appointments to the College;
- The Principal delegates the employment process to the Human Resources Manager, who is responsible for ensuring that employment screening is actioned as part of the recruitment process; and
- Where the approving party is the Board of Directors, the College Principal shall approve the composition of the Selection Committee (for Executive appointments only).

APPLYING FOR A JOB AT MORIAH

STEP 1

Visit our website to view vacant positions available at the College - www.moriah.nsw.edu.au or contact our Human Resources office for a confidential discussion on 9375 1600

STEP 2

Submit an Application form. The College will accept applications for employment based on the following criteria:

- **Completed Employment Application Form**, located on the College Website: www.moriah.nsw.edu.au
- **Curriculum Vitae**, listing present position and key achievements, details of educational and professional training and qualifications and any other relevant information such as publications, offices held in professional bodies
- **Candidate Statement** outlining key strengths and accomplishments (no more than 2 pages)
- **References** including email and telephone details of two professional referees, including their current, or immediate past principal, if applicable. Applicants are required to state relationship to referees. Referees will only be contacted after prior consultation with the applicant/s concerned
- **Electronic certified copies of the following documentation:**
 - Birth Certificate /Driver's License / Passport
 - Academic Qualifications and certified copies of academic transcripts
 - Valid Working with Children Check (WWC)
 - Active Teacher Accreditation Documents including BOSTES / Accreditation DET/NSWIT number
 - Statement of Eligibility / Copy of Membership Card & Proof of Fee Payment
- **Proof of Australian Citizenship / Residency / Working Visa Grant Notice**
If you do not have a Working Visa to work in Australia, please contact the Department of Immigration & Border Protection (DIBP): www.immi.gov.au

STEP 3

If you do not have a Working Visa to work in Australia, contact the Department of Immigration & Border Protection - www.immi.gov.au

STEP 4

The HR Office will acknowledge your application and forward your Application to the relevant School / Faculty / Department

STEP 5

Shortlisted candidates will be contacted to arrange an interview (face to face or via Skype) necessary)

STEP 6

Interview will be conducted with shortlisted applicants

STEP 7

Referees will be contacted, child protection screening is finalised



STEP 8

Successful candidates will receive a verbal offer from the College; unsuccessful candidates will be notified and details kept on file for future records

STEP 9

Upon acceptance of the verbal offer, a Letter of Contract is drafted

STEP 10

Successful candidate is required to sign and return the letter of contract

STEP 11

Successful candidate commences employment at the College