



Solid Foundations Primary School

Staff Selection and Development Policy (2025/11)

1. Staff recruitment

- 1.1. Should there be an opening for a new staff member, ads are placed on popular internet recruitment websites and social media platforms.
- 1.2. Preference is given to applicants who come recommended by current staff members.
- 1.3. Family members of current staff members will not be considered for employment at the school.
- 1.4. All new teacher recruits must be qualified or studying in such a way that they have a valid SACE certificate.
- 1.5. All Grade R-7 academic staff appointed are fully academically qualified and SACE registered.

2. Staff selection

- 2.1. Solid Foundations Primary School is committed to full integration of all races during the process of staff selection.
- 2.2. The managers and principal conduct interviews.
- 2.3. The person best qualified and suited for the job will be selected.
- 2.4. The following is used as criteria:
 - 2.4.1. Qualifications.
 - 2.4.2. Experience.
 - 2.4.3. Moral standards.
 - 2.4.4. English fluency.
 - 2.4.5. Breadth of content knowledge in the given subject/grade area.

2.4.6. Personality traits e.g. servanthood, creativity and integrity.

3. **Induction and Probation**

- 3.1. Staff are initially appointed for a predetermined probation period, usually of 6 months but potentially longer, after which the staff member's performance is appraised by the principal. Appraisal of the new staff member's performance follows the same appraisal criterion as is followed for the biannual appraisal process of all academic staff members.
- 3.2. New staff members are introduced personally to existing staff members by the school principal.
- 3.3. Existing staff members teaching the same grade as newly appointed staff members are expected to act as a mentor and guide for the new staff members.
- 3.4. If required, the principal will arrange a training session for any new staff member for orientation on the following school administrative platforms: D6 Connect and Google Drive (including report formatting, class-list access, parent links to upload online etc.).
- 3.5. New staff members are expected to read through and familiarise themselves with all school policies.

4. **Staff Development**

Solid Foundations endeavours to develop its staff through the following processes:

- 4.1. Staff Appraisals.
- 4.2. Maintaining relevance and up-to-datedness:
 - 4.2.1. Staff members are strongly encouraged to attend lectures and courses as often as possible. The school covers the costs accrued through attendance of professional development courses or lectures that have been approved by the principal. An itinerary of NAPTOSA courses is available on request from the school principal.
 - 4.2.2. Teachers and the principal share the responsibility of keeping themselves updated and informed regarding any departmental advances or changes as well as any changes in the proposed school curriculum.

4.2.3. The school supports staff who wish to study further and is open to negotiations regarding the costs incurred for staff members wishing to do so.

4.3. Lesson Study and/or collaboration:

4.3.1. Staff are expected to participate in at least two lesson study cycles or collaborative cycles per year. Procedure for Lesson Study is explained in the Lesson Study Procedure document.