



HAILEYBURY

# The Haileybury Recruitment Process

Haileybury is proudly non-selective with regard to the students who enter our outstanding school. We believe in the potential of every child to achieve and contribute.

We are, by contrast but equally proudly, very highly selective for staff who come to work here.

## Your application

To apply for a position at Haileybury, please use the online employment portal to upload a business-style CV. This should, therefore, highlight your academic and professional *achievements*, very much in preference to listing your responsibilities. We are interested in what you have accomplished much more than what you were tasked with.

Please also include a brief cover letter. There is no need to address the key selection criteria detailed in the position description separately, in turn, or at length. Rather, we ask that you paint a concise picture of you as a whole person, outlining your qualities, achievements and ambitions.

## The selection process

Our selection process is rigorous and multi-faceted. You can expect to be interviewed by a panel of Executive staff and may participate in a group activity with other applicants. If you are applying for a teaching role, you will be asked to teach a full demonstration lesson. You may also be invited to a second-round interview with the CEO | Principal, the COO, or a Vice Principal of Haileybury.

Please feel free to make any recruitment enquiries about the selection process by contacting the Talent Acquisition Team.

([recruitment@haileybury.vic.edu.au](mailto:recruitment@haileybury.vic.edu.au))

Please note that all applications must be received via our Application Tracking Portal. All open positions can be accessed via our employment [page](#).