C-1 Educator Recruitment and Selection

NQS

QA. 4.1.2	Continuity of staff.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 7.1	Governance.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.2	Educational leadership.
QA. 7.2.3	Development of professionals.

National Regulations

Reg. 136	First aid qualifications
Reg. 168	Education and care service must have policies and procedures
Reg. 261	General qualifications for educators – children over preschool age – centre based services

Policy Statement

We believe that our educators are the most valuable asset to the quality of the service and high quality educators are imperative to the smooth running of the Centre. We aim to employ the best possible educators for the position through fair advertising and selection processes.

Related Policies

- Sylvania Heights BASC Policy A-3: Philosophy
- Sylvania Heights BASC Policy A-15: Role of Management Committee
- Sylvania Heights BASC Policy A-17: Privacy and Confidentiality
- Sylvania Heights BASC Policy C-2: Conditions of Employment
- Sylvania Heights BASC Policy C-3: Staff Orientation and Induction
- Sylvania Heights BASC Policy C-4: Staff Professionalism
- Sylvania Heights BASC Policy C-5: Professional Development
- Sylvania Heights BASC Policy C-7: Grievance Procedures
- Sylvania Heights BASC Policy C-8: Disciplinary Action
- Sylvania Heights BASC Policy C-12: Communication
- Sylvania Heights BASC Policy C-13: Interactions with Children
- Sylvania Heights BASC Policy D-22: Child Protection

Procedure

Qualifications / Pre-requisites / Requirements

Qualifications required under the National Quality Framework will be adhered to at all times, once these are formally approved for OSHC services. Courses attended / required will be in line with those approved by the Australian Children's Education and Care Quality Authority (ACECQA).

Requirements for a Centre Director will include:

- a minimum of 2 years' experience working in a relevant field (desirable) and a demonstrated ability to work with children and educators
- current First Aid Certificate as approved by ACECQA
- current approved Emergency Asthma management training, Anaphylaxis management training and Child Protection training as per ACECQA guidelines
- an understanding of and familiarity with the National Quality Framework
- found to be a fit and proper person after undergoing a Working with Children Check
- an interest and desire to work with children
- an ability to communicate with adults, children and Management
- an ability to supervise and support educators

Recruitment

When a Senior or Management position becomes available, the Management Committee will appoint a selection panel to conduct the selection process. The panel will consist of three people: two members of the Management Committee and the Centre Director for assistance. Experienced contractors (e.g. Administrative Service Providers) may be asked to join the panel to provide an external viewpoint on desirable characteristics for the position. A convenor for the panel will be nominated.

Where the position is for the out-going Centre Director, a staff representative will be placed on the panel.

When a casual educator position becomes available, the Nominated Supervisor will advise the Management Committee of the requirement for additional educators. The Nominated Supervisor will then be responsible for the recruitment process, ensuring the Management Committee is provided with information regarding the candidate's qualifications, advertising strategies and recruitment decisions. An interview panel for the casual position will include the Nominated Supervisor and a senior educator. A member of the Management Committee may also join the panel if required.

When a recruitment decision has been made the Nominated Supervisor must inform the Management Committee and provide them with any further information regarding the successful applicant.

The panel will:

- approve the job description and select criteria for the position
- determine the method and placement of advertising and place the advertisement including notification of the Working with Children Check
- ask applicants to consent to a screening
- short-list the applicants
- arrange interview questions, date and time
- contact the applicants for an interview
- conduct the interviews
- arrange for the Working with Children Check on the preferred applicant
- ensure that approval for selected Educator has been granted under Working with Children Check
- make a decision on a suitable applicant, which is put before the Management Committee for final approval
- offer the position to the successful applicant and contact the unsuccessful applicants after the position has been accepted
- set a date for the commencement of employment and orientation of the new person
- prepare a letter of offer and contract in line with the Children's Services Award (2010)

Advertisements

Advertisements shall be placed in local and regional newspapers as well as relevant advertising websites such as Network of Community Activities.

Advertisements are to include:

- Job title
- Specific employment information, including hours of work and rate of pay
- Requirement for applicant to be willing to undergo Working with Children Check
- Applicants in writing should include
- Contact telephone numbers
- Resume
- Minimum of (2) referees with at least one being a work reference
- Closing date and postal address for applicants
- Contact name and number where the applicant can obtain more information
- Email address for applicant to forward relevant information

Interview

The selection panel will draw up suitable interview questions, which relate to all aspects of the position and ensure equal opportunity guidelines are followed. The panel will decide who will ask each question.

The panel will draw up a list of essential requirements for each answer.

No longer than 5 days after the closing date, the panel will meet to discuss the applications, develop a short-list and decide on the interview date and times.

An appropriate time frame will be allocated to each interview, with a short break between for discussion.

Each applicant will be given a copy of the job description and relevant child protection forms before the interview. Only the preferred applicant will be required to return the paperwork to the panel.

Each applicant will be asked the same questions with their answers recorded.

The panel may use a rating scale to evaluate each applicant's answers.

The Management Committee are to discuss each applicant and their suitability for the position based on their answers, qualifications and experience, and the selection criteria drawn up by the panel.

Should the committee have difficulty in deciding between two applicants, a second interview for these applicants will be conducted with new questions.

The Management Committee will then make a decision on the applicant for the job according to the selection criteria. The preferred applicant's referees will be contacted to confirm applicant's suitability and checked with the NSW Working with Children Check before being offered a position within the service.

Should the applicant decline the position, the Management Committee will either make a second choice from the other applicants or if none are seen as suitable, re-advertise the position.

Notification

Applicants will be given an approximate time frame as to when they will be contacted regarding their success for the position.

A person on the selection panel will notify the successful applicant and negotiate a starting date.

After the appointment has been made and accepted the other applicants will be notified that the position has been filled

Equal Employment Opportunities

All educator positions will be advertised according to the Equal Opportunities Act.

No one will be discriminated against on the basis of his or her cultural background, religion, sex, disability, marital status or income.

All applicants and referees will be asked the same questions.

Selection will be based only on suitability for the position and based on the selection criteria, which have been drawn up by the panel. The criteria will cover issues such as qualifications and experience, appropriate knowledge to meet the children's needs, good communication skills, demonstration in being fit and proper person for the job, including Working with Children Check and appropriate

answers to the interview questions.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- Australian Children's Education and Care Quality Authority (ACECQA)
- Children's Services Award 2010
- NSW Anti-Discrimination Act 1977
- Equal Employment Opportunities Act 1987
- Office of the children's guardian Working With Children Check NSW
- Network of Community Activities Factsheet – 'Recruitment, Selection and Appointment of Staff'

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