

## **Elder Street Early Childhood Centre**

### **STAFF RECRUITMENT POLICY**

#### **PURPOSE:**

To ensure that Elder Street Early Childhood Centre recruit appropriate staff who have the necessary qualifications or are seeking to obtain qualifications in the field of early childcare. Who possess the required qualities, skills and abilities and dedication to the centre's philosophy that the staff, children and parents of the centre expect.

We are committed to ensuring we meet all legislative and regulatory requirements including the Education and Care Services National Law, Children and Young Persons Act, Fair Work Act and Anti-Discrimination Act.

Relevant qualifications include:

University:	Bachelor of Education in Early Childhood Bachelor of Early Childhood (Education and Care) or equivalent qualifications
T.A.F.E:	Diploma of Children Services (Centre Based Care) Diploma in Children's Services Diploma of Early Childhood Education and Care Advanced Diploma of Education (Early Childhood) or equivalent qualifications
Commenced study:	At a recognised educational institution in courses relevant to early childhood settings whilst gaining valuable experience within a service such as Elder Street Early Childhood Centre.
Experience:	In caring for and nurturing children in early childhood settings.

#### **BACKGROUND:**

The National Quality Standard focuses on the provision of qualified and experienced educators, coordinators and nominated supervisors who are able to develop warm, respectful relationships with children create safe and predictable environments and encourage children's active engagement in the learning program.

#### **IMPLEMENTATION:**

Recruitment decisions will be based on the need and requirements of the service and will consider the following:

- Ensuring that the service meets all staffing requirements as per Education and Care Services National Law and National Regulations.
- Any resignation of existing staff

Vacancies at the centre will be filled in the following manner:

#### **Director:**

The method of staffing this position will be at the discretion of the licensee or Director i.e., direct appointment or advertising.

#### **Early Childhood Teacher:**

The method of staffing this position will be at the discretion of the licensee or Director i.e., direct appointment or advertising.

### **Educator Certificate III / Diploma**

The method of staffing this position will be at the discretion of the licensee or Director i.e., vacancies may be filled by a relief staff with the necessary experience or qualification or by direct appointment or by advertising.

Staff rotation will occur within the centre at the discretion of the licensee and Director.

### **Trainee Educator Working Towards Certificate III**

The method of staffing this position will be at the discretion of the licensee or Director i.e., direct appointment or advertising.

### **POSITION ADVERTISEMENT**

Each job advertised will include the following information: name of the centre qualifications required, number and age range of children to be cared for, status of the position (part time, full time) closing date for applications, and contact name and phone number for further information.

### **SELECTION CRITERIA**

When recruiting new staff, we often interview educators with the same qualification status, but the selection process usually includes considering other factors such as values, experience, and personal qualities.

*“Qualifications, values, experience, and personal qualities are not sufficient on their own for employment in our sector. Together, they provide a good indicator of someone’s suitability for the work”. ACECQA Qualifications Matter Anne Kennedy - The Evidence Brief on Staff to Child Ratios and Educator Qualification Requirements of the National Quality Framework on behalf of Early Childhood Australia.*

*Selection criteria for each vacant position will be determined before advertisement and will take the following into consideration:*

- position title
- qualifications required for the position
- experience required for the position
- position description/skills required for the position
- conditions of employment
- mandatory employment screening requirements including Working With Children Check, National Police History Check and reference checks

### **JOB DESCRIPTION**

A job description will be formulated for all positions in the centre so that current staff and applicants for advertised vacancies and appointees are aware of the duties and responsibilities of the position.

#### **Job descriptions should include:**

- position title,
- the service's commitment to child safety
- a clear expectation that staff must have and maintain a commitment to child safety
- the level of responsibility and supervision associated with the position
- the date at which the job description was written and who the position is responsible to.
- Job duties – will describe the duties of the position in respect to the centre, the children, staff, and the parents and in general. Job descriptions will be revised as required and staff occupying positions will be informed each time a revision of their job description occurs.

## **INTERVIEW PANEL**

The Approved Provider/Director will nominate an interview panel of approximately three members. Ideally the panel will consist of Director and two qualified members of the team that will be working directly with the applicant. The overriding consideration of the interview panel should be to ensure that only the most suitable applicant is selected to fill a vacant position and to provide a consistent and adequate selection process which ensures that the claims of the applicant are heard.

Questions will be prepared in advance of the interview and applicant responses will be recorded during the interview. Each applicant will be asked the same questions to ensure fair and equitable treatment of all applicants. Interviews will be conducted in a private space and confidentiality will be maintained at all times.

At the end of the interview, applicants will be provided with an opportunity to ask questions relating to the service and position.

After the interview the panel will take all relevant matters into consideration when assessing the applicants. The panel will compare the applicant's suitability for the position based on applications, interview performance and references/referee reports.

The panel will ensure, in accordance with the Anti-Discrimination Act that applicants are not discriminated against on the grounds of sex, marital status, race, religion or sexual preference. The safety and wellbeing of children will be the primary consideration. In addition, the panel will ensure any decision-making is rigorous, defensible, and transparent. The panel will rate all applicants as either suitable or unsuitable and will select the successful applicants. The Licensee or Director will offer the position to the successful applicant and will advise unsuccessful applicants either in writing or by phone.

## **EMPLOYEE CONTRACT**

A job contract (contract of employment) is an agreement between the centre's management and employees, setting down the conditions of employment in a definitive and binding way. New staff will complete a job contract when they start working at the centre. There will be an initial probationary period of three weeks for all job contracts. The job contract will include: a copy of the centre philosophy a copy of the job description information about which award the staff member will be employed under preparation time hours of employment and annual leave starting rate of pay with any projected increments.

## **Professional Learning and Development**

All staff employed by Elder Street Early Childhood Centre are encouraged to periodically assess and identify any area of their professional development which may be enhanced through in-service training. It is the responsibility of the Human Resource Officer and Educational Leader to meet at regular intervals with team leaders as well as individual team members to discuss, ascertain and suggest any areas of each staff member's performance which may benefit from either formal in-servicing courses or staff development through reading or visits to appropriate settings.

## **ORIENTATION AND INDUCTION**

New staff employed either on a permanent part time or full-time basis will be given a tour of the service on employment, an introduction to all staff, overview of their position in the centre and provided with a comprehensive Induction, Q & A discussion and Information package including but not limited to:

- Tax File Number Declaration Form
- Working With Children Check,
- Prohibited Employment Declaration and
- Consent Form
- Terms and Conditions of Employment
- Brief outline about the centre (management, rooms)
- Employee handbook
- Roster
- Centre's policy folder expectations
- Job description
- Time sheet – Weekly Planner
- Hours of employment
- Meal Breaks
- Centre Philosophy and Philosophy cycle
- Staff/Team meetings
- Personnel records
- National Quality Standard
- Child Protection **including** Mandatory Reporting obligations
- Workplace Health and Safety
- Grievances
- Payroll and Award
- Children with Food Allergies- Compliance- Processes, Procedures
- Children with Food Allergies- Compliance- Roles, Responsibilities
- Leave (centre closures, holidays etc.)
  - Facilities of centre (staff room, library, toilets)
- Mobile phones & Telephones (staff use, Commander system use etc.)
- Social Media
- Team Vision / Where Am I in the Team Vision
- Team Expectations
- Intentional Strategies for Team Collaboration / CIGAR
- Work ethics
- Educational Program Processes/ Collaboration and Programming
- Medication, Wellbeing, Illness, Incident, Accident, Panadol
- Explanation of Orientation process.
- Perspectives/Expectations interpretation
  - Education and Care Services National Regulation 2011
- National Quality Standard system and Early Years Learning Framework information

Within two weeks of commencing work the staff member is expected to have read the entire package and will be given the opportunity to review and raise any questions or concerns pertaining to this package with the Licensee or Director.

Either prior to or during this meeting the new staff member will be made aware of the how and where to access staff information about children's health, protection requirements, administration files and staff resources.

New staff members will be introduced to all other staff and assigned to a senior member of staff who will act as a mentor. All children and families will be notified and or introduced to new staff members during the first weeks of joining the team. During this time the new staff member will have the opportunity to become better acquainted with their focus children and all relevant documentation.

## **NEW STAFF INTERSHIP NEOPHYTE PROGRAM and DELIVERY**

Any new staff considered new to their role within our service will enter into an internship as a Neophyte. Along with all day to day on the floor training and learning that will be taking place, there will also be scheduled meetings with the Director/s to discuss and assess understanding of the following areas from the program: -

### **Meetings**

- Service Values – focusing on understanding comprehensively our Team Vision, Service Philosophy and Team Expectations Standards. This is also a chance to discuss your progress against these over time and how you see them being integrated by you and your practice.
- Team Relationships – focusing on our commitment to Critical Thinking and our Critical Mentor role and other individual employment topics.
- Policy Documents and Service Frameworks – all in house policy and procedure and broader ECEC sector policy, regulations, and National Quality Standard information.
- Educational Program – focusing on your growing knowledge of our educational program systems, philosophy, and theoretical influences. Ensuring that you are embedding an understanding of how this all connects to our Team Expectation Standards, Critical Thinking and Mentoring frameworks and Service Values.
- Teacher Accreditation – to ensure that Early Childhood Teachers understand the expectations set down by the Department of Education and how they are responsible for their own teacher accreditation. To discuss opportunities for professional learning that can be used to log hours towards accreditation and to also work towards reaching higher levels of accreditation.

### **Schedule of Meetings**

The meetings will be both planned and unplanned. The planned meetings will take place approximately every eight weeks, any unplanned informal meetings will occur as either the leadership team or the Neophyte intern feels are necessary. The meetings are an opportunity for reflection, questions, conversation, assessment of progress and support and training being offered. They will also be a good way to generate ideas for professional learning and training that can be organised to embed understanding even further.

NB- Students completing practicum placements will be issued with the same orientation and induction package with documentation directly related to employment being excluded.

Developed: 20 July 2004  
Reviewed: 30 June 2006 by M Duffy-Fagan  
13 May 2008 by management and staff  
26 July 2010 by M Duffy-Fagan  
March 2013 by M Duffy-Fagan and K Pomfrett  
May 2016 by K Pomfrett and M Duffy-Fagan  
September 2018 by K Pomfrett and M Duffy-Fagan  
February 2020 by K Pomfrett  
July 2021 by K Pomfrett, J Ayton, B Creighton, E Austin

Source: Elder Street Early Childhood Centre Handbook  
Children's Services Regulation 2004 – license application  
Staff Training and Development Policy

Guide to the Education and Care Services National Regulation  
2018  
Employee Handbook 2020  
Neophyte Training Program 2020  
National Quality Standards  
Australian Children's Education and Care Quality Authority  
(ACECQA)  
NSW Government Communities and Justice Mandatory Reporter  
Guide (MRG)  
A Guide for Creating a Child Safe Organisation produced by the  
Commission for Children and Young People.