

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. Relevant qualifications include:

University:	Bachelor of Education in Early Childhood Diploma of Education in Early Childhood Or equivalent qualifications
T.A.F.E:	Diploma of Children Services (Centre Based Care) Associate Diploma in Children's Services Or equivalent qualifications
Commenced study:	At a recognized 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.

IMPLEMENTATION:

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 i.e., direct appointment or advertising.

Preschool Teacher:

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

Advanced Childcare worker qualified and child care worker:

The method of staffing this position will be at the discretion of the licensee 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.

JOB 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

For all vacancies which are advertised externally a selection criteria should be formulated and sent out to all applicants who are interested in applying for the position. The selection criteria should outline all skills/abilities which are essential for the position and the skills/abilities that are desirable.

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:

- * Job identification – name of position,
- * status of 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, 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.

DUTY STATEMENT

The centre's duty statement describes the major duties which must be accomplished in the performance of the job, and the responsibilities of the position. The centre's duty statements should also be sent out to all applicants who are interested in applying for a position.

INTERVIEW PANEL

The Licensee/Director will nominate an interview panel of approximately 3 members. Ideally the panel will consist of Management, Director and a staff member. We also extend invitations to parents who have the time to join the interview process. 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. 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 panel will rate all applicants as either

suitable or unsuitable and will select the successful applicants. The Licencee/Director will offer the position to the successful applicant and will advise unsuccessful applicants in writing.

JOB CONTRACT

A job contract 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.

Development and Training

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 Authorised Supervisor to meet at regular intervals with room 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 on employment an Information Package which contains:

- Tax File Number Declaration Form
- Working With Children Check,
- Prohibited Employment Declaration and
- Consent Form
- Terms and Conditions of Employment
- Job Description
- Code of Conduct from Children's Services Regulation 2004 Code of Ethics from Australian Early Childhood Association NCAC Accreditation information
- Policy Booklet which includes key aspects such as philosophy, goals, policies, procedures which include grievance procedure, child protection information and OH&S legislation, administering of medication. With which the staff member will be fully conversant prior to commencement of work within the centre.
- Appraisal Form
- 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.

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

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Children's Services Regulation 2004 – license application
Staff Training and Development Policy