

Policy Document No:	ELC24
Category:	Early Learning
Topic:	<b>Staff Selection Policy</b>



**Date Issued: December 2007**

**Last Review Date: July 2017**

## Considerations

**Philosophy:** Create warm, caring environment. Ensure rights of staff are recognised & observed.

**Children's needs:** Continuity of staff - warm & caring staff - staff with appropriate knowledge to provide appropriate programs & routines.

**Parent's needs:** Parents also require continuity of staff, warm & caring staff, and staff with professional knowledge to provide appropriate programs, routines and advice.

**Staff needs:** Fair selection procedures, secure employment, fair conditions, and colleagues prepared to work as a part of a team.

**Management needs:** The best person available for the position advertised. To attract staff & encourage them to stay.

## Legislation and Sources

*Education and Care Services National Regulations* Part 4, regulations 126, 240, 241, 242, 243. Ministerial Council For Education, Early Childhood Development and Youth Affairs, 2011

Guide to the National Quality Standard: elements 7.1.1, 7.1.2, 7.1.3.

Equal Opportunity Commission

*Child Care Service Handbook* – Australian Government – [www.facs.gov.au/childcarehandbook](http://www.facs.gov.au/childcarehandbook)

*Work Choices* website – [www.workchoices.gov.au](http://www.workchoices.gov.au)

*Work Safe* website – [www.safetyline.gov.au](http://www.safetyline.gov.au)

## Policy Statement

Staff selection at Mount Scopus Memorial College will be conducted in a fair and consistent manner which reflects Equal Opportunity Legislation and aims to employ the best person available for the position advertised.

Our Early Learning centres employ teachers who have a university degree or diploma in child development and education. Early Years education is highly specialised. It requires teachers trained in observation of the fine interplay of motor, intellectual and emotional processes at work during play. They can interpret play and assess skills and learning to extend and stimulate each child towards further development. Our assistants are all Certificate III or Diploma qualified and experienced in Early Childhood. We are well in excess of the recommended Department of Education and Early Childhood Development Child/Staff ratio. From time to time, when teachers are absent, they are replaced by suitably trained and experienced staff.

This policy is to be read in conjunction with the College's [Child Protection Policy](#)

## How the Policy will be implemented - Specific Practices and Procedures

- The Operator will ensure that the Centre is appropriately staffed at all times to meet all requirements of the *Education and Care Services National Regulations, 2011*
- The operator will nominate suitably qualified and experienced person/persons to accept the duty of the responsible person in charge of the service's daily operations. The name and phone number of the person who is currently in charge will be displayed at the centre.
- The Operator will employ sufficient staff to implement the centre's Supervision Policy in line with the Regulations.

- All staff positions will be advertised according to Equal Opportunity Legislation (refer Equal Opportunity Policy) and will request applications in writing that address the selection criteria for the position and include the names and contact numbers of two referees. Applicants will be asked to contact the centre for an Application Kit which will include:
  - Information about the service
  - Information about the selection process, reference checks etc.
  - Job description
  - Selection criteria
  - Award or enterprise agreement information – level of position
  - Contractual information
  - Name and contact details for further information
  - Closing date
  - Address for applications

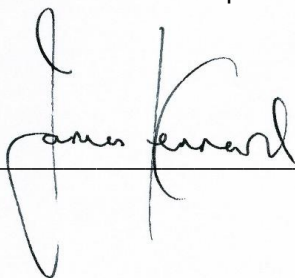
The Operator will ensure that the job description & selection criteria:

- Reflect the centres philosophy of creating a warm and caring environment.
- Include a requirement for good communication skills.
- Include appropriate knowledge to meet the children's needs.
- Ensure listed qualifications meet Regulation requirements.
- Are current and pertinent to the position.
- Include information about police clearance and working with children's check requirements.

A selection panel will be formed comprising of at least two people.

- The selection panel will evaluate each application in accordance with the selection criteria, short list those applicants who meet the selection criteria, and develop interview questions which address each selection criteria. The same questions will be asked to each applicant. Each applicant will be treated fairly, courteously and equally.
- The selection panel will inform all non-short listed applicants either directly or within the initial advertisement i.e. "Only successful applicants will be notified".
- The short listed applicants will be invited for interview. Each applicant will be asked the same questions and their responses noted by the panel. Applicants will be asked about their knowledge of child protection procedures, and asked to give details of any child protection issues that they have dealt with previously. Applicants will be provided with information about their conditions of employment and given opportunities to raise their own questions.
- After the interviews the panel will determine which applicant most fully meets the selection criteria. The applicant's referees will be contacted to verify the information given at the interview, gain additional information about the applicant's behaviour and performance at work, and confirm their suitability for the position offered, including their knowledge of child protection issues. The panel recommendation will then be made to the Operator and after approval from the Operator the applicant will be offered the position.

Approved by the College Principal:


 A handwritten signature in black ink, appearing to read "James Karand", is written over a horizontal line. The signature is cursive and somewhat stylized.

Date: July 2017