

## 8.3 Recruitment and Employment of Educators Policy

The service strives to follow transparent processes to employ educators who are qualified and appropriate for the position. The service also strives to be an equal opportunity employer. To ensure the best possible outcomes through the recruitment and selection process, it is essential to implement procedures and follow practices to ensure suitable candidates for positions are employed.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Family and Child Commission Act 2014*
- *Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011*
- *Anti-Discrimination Act 1991 (QLD)*
- *Relevant Industrial Award/Agreement*
- *Fair Work Act 2009 and National Employment Standards (for services not operated by P&C Associations)*
- *Duty of Care*
- *National Quality Standard, Quality Area 4 – Staffing Arrangements; Quality Area 7 – Governance and leadership*
- *Policies: 2.3 – Educator Ratios, 3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 8.2 – Educational Leader, 8.10 – Employee Orientation and Induction.*



### Procedures

#### Definitions

'Equal Employment Opportunity (EEO)': is ensuring that all employees are given equal access to promotion, appointment or other employment related issues without regard to any factor not related to their competency and ability to perform their duties.

'Discrimination': is treating an individual with a particular attribute less favourably than an individual without that attribute or with a different attribute under similar circumstances. It can also be seeking to impose a condition or requirement on a person with an attribute who does not or cannot comply while people without that attribute do or can comply.

#### Service Responsibilities

Application of this policy is designed to facilitate the creation of a workplace culture that maximises performance through employment decisions. Employment decisions are based on real business needs without regard to non-relevant criteria or distinctions and will ensure that all decisions relating to employment issues are based on merit.

Every potential applicant/employee will be given a fair and equitable chance to compete for an appointment, promotion or transfer and to pursue their career as effectively as anyone else at the service. Consistent with this, the service will not condone and will regard as unfair, any form of unlawful discrimination or vilification including (but not limited to) that which relates to:

- Marital/domestic status, family responsibilities;
- Disability or physical features;
- Race, colour;
- Religious belief or activity;
- Gender and/or sexual persuasion; and/or
- Medical record.

Vacant permanent part-time positions may be offered internally if the Approved Provider and the Coordinator/Nominated Supervisor feel there is a suitable candidate. All decisions relating to promotion and career development will be made without regard to any matters other than the individual's inherent capacity and ability to carry out the position including their performance history.

If there are no suitable candidates for internal appointment, the position will be advertised through appropriate agencies or sources including

- Appropriate websites including student employment via tertiary institutions;

Suitable advertisements should include a description of the position, hours/days required, personal/professional attributes, selection criteria, appropriate qualifications, closing date for applications and service address. Written applications should include a cover letter, resume and response to the selection criteria.

A letter confirming receipt of applications received on or before the due date shall be sent to all applicants.

Applications shall be reviewed by the coordinator and management and suitable candidates short-listed and called to arrange for an interview. A letter shall be sent to unsuitable applicants to inform them that their application has been unsuccessful.

The interview process will include the appointment of a panel of up to three key personnel made up of either:

- Management representatives;
- Service representatives; and/or
- Appropriate school employees.

Selection criteria and interview questions based on requirements for the position will be developed and reviewed prior to the interview date by the selection panel.

The selection panel shall conduct the interview in a professional manner, using questioning techniques to ascertain the candidates' suitability for the position. All decisions relating to the appointment will be based on the individual's relevant qualifications (if required) and their deemed capacity and ability to carry out the duties of the position. Should the panel be unable to agree on a suitable candidate, further interviews will be considered.

Unsuccessful interviewees will be notified as soon as possible by a nominated person from the interview panel followed with written correspondence.

Educators will only be employed (including as volunteers) if, after reasonable enquiries, including reference checks conducted by a member of the panel, they are considered appropriate for the job, as articulated by the Role and Expectations of Educators Policy (see Policy 8.1).

The suitable candidate shall be contacted by a member of the selection panel to make an offer of the available position, to negotiate starting dates and to inform of the orientation and induction process.

A written letter of offer will be sent to the successful applicant informing them of the decision including the terms and conditions of employment.

Copies of staff qualifications, suitability notices and first aid qualifications will be requested and kept confidentially by the service in individual employee files.

*For candidates in receipt of a Blue card (working with children suitability notice), the service will complete and lodge an application form - Authorisation to confirm a valid card*

For candidates not in receipt of a Blue Card (working with children suitability notice), an application will be completed and lodged with Blue Card Services & candidates must have received their Blue Card prior to the candidate commencing work.

If the candidate is a volunteer, a working with children Blue Card must be sighted prior to *working at the service.*"

Casual educators may be employed and/or dismissed at the Approved Provider's discretion. The 'reasonable enquiries' required for employing casual educators will include (but not be limited to):

- Requesting an appropriate resume from the candidate, including two professional/character referees;
- The coordinator interviewing the candidate;
- Contacting at least two referees to check the person's character;
- Obtaining a copy of a current working with children suitability notice (Blue Card); and
- Obtaining a copy of the appropriate qualifications of the person for the relevant job.

Prior to being selected for a job, whether as a paid employee or a volunteer, the person will be given a written job description and terms of employment (for paid employees), Educator handbook and access to a full copy of the service policies and procedures.

The successful candidate will be required to sign an employment agreement stating that:

- They have received and agree to accept the position on the basis of the materials given to them; and
- Agree to observe strictly the policies and procedures of the service, as amended sometimes.

All new educators (including volunteers) will be given an induction session, of at least 2 hours duration, by the coordinator or other suitable educator nominated by the coordinator, to ensure they are aware of and including the location of the following:

- Their terms of employment or engagement (including role description);
- Relevant pay award;
- All service policies and procedures (including child protection and grievance procedures);
- Information about the philosophy and goals of the service;
- The Educator Handbook;
- National Quality Standard for Education and Care Services;

- 'My Time, Our Place v2.0' Framework for School Age Care in Australia;
- The physical facilities of the service;
- The other educators in the service and their roles;
- The Duty of Care owed by educators at the service to children and others; and
- Any other matters which are necessary to enable the educator to properly do their job within the service, or which they wish to know.

The coordinator shall, in conjunction with management and educators, review the relevant job descriptions and any other requirements relating to the job, against performance indicators which have been previously agreed upon, at least once each year and shall ensure that any resulting changes to the job description, performance indicators or terms of employment are recorded, and accepted by both parties

The Nominated Supervisor/Coordinator and the Approved Provider shall ensure that appropriate expert industrial relations advice is sought and obtained as necessary to deal with staffing issues within appropriate legal and industrial standards.

### **Employment of family members**

The service may at times employ family members and friends of employees or management members. In these instances, the following will apply in addition to the above employment procedures:

- *The relationship will be disclosed on the job application;*
- *The interview and subsequent appraisal processes will not involve the relevant employee or management member;*
- *All reference checks will be made by an independent person;*
- *Disciplinary procedures will be applied consistently, with independent people overseeing and conducting the process; and*
- Timesheets may be authorised by family members or associated persons. Where the Coordinator has a member of the family working in the service, timesheets will be co-authorised by a nominated representative of management.

<b>DATE DEVELOPED</b>	<b>DATE RATIFIED</b>	<b>DATE REVIEWED</b>	<b>DATE RATIFIED</b>
August 2018	August 2018	28.05.21	November 2022
		10.05.2024	17.06.2024
		February 2026	February 2026