

8.3 Recruitment and Employment of Educators

Policy Statement

MPOSHC educators are central to the quality of education and care provided to children to attend the service and therefore, recruitment and selection practices should uphold the importance of this critical process. MPOSHC is committed to being an equal opportunity employer, ensuring fair and equitable employment practices are undertaken to recruit and select its employees. Recruitment decisions will be lawful, transparent and non-discriminatory. Selections will be based on merit with candidates' suitability demonstrated through identifying their level of knowledge, skills and ability against pre-determined selection criteria.

Related Policies

- 2. 1 Interactions and Relationships with Children
- 2.2 Statement of Commitment to the Safety and Wellbeing of Children
- 2.10 Handling Disclosures & Reporting Suspicions of Harm (Mandatory Reporting)
- 2.16 Promoting Protective Behaviours
- 2.20 Supervision of Children
- 3.3 Educator Practice (Pedagogy)
- 4.12 Non-Smoking, Illicit Substance & Alcohol-free environment
- 6.3 Work Health Safety
- 7.1 Emergency & Safety Equipment
- 7.2 Emergency Evacuation Lockdown & Drills
- 7.2.1 Evacuation Floor Plan
- 7.2.2 MPSS OSHC Lockdown Plan
- 7.2.5 Emergency Procedures Flow Chart
- 8.9 Applying the Code of Conduct
- 8.9.1 Code of Conduct
- 8.9.2 Code of Conduct for Interacting with Children and Young People
- 8.11 Employee Leave
- 8.12 Employee Qualifications Monitoring Progress
- 8.17 Fit for Work
- 8.21 Educator Uniform and Personal Presentation Policy
- 8.25 Employee Remuneration & Entitlements
- 8.29 Working With Children (Bluecard) Management
- 10.8 Information Handling (Privacy & Confidentiality)
- 10.16 Intellectual Property & Copyright
- 10.30 Conflict of Interest

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none"> • Appoint suitable persons for employment at the service. • Ensure processes for selection are fair and meritorious.
Nominated Supervisor	<ul style="list-style-type: none"> • Work collaboratively with the Approved Provider to ensure suitable candidates are recommended and selected for appointment. • Lead the orientation and induction of educators/employees. • Maintain records and documentation related to recruitment and employment.

Procedures

Job Analysis

1. Position descriptions will be developed for all employment position.
2. Position descriptions will outline the key functions of the roles and identify essential and desirable selection criteria.
3. The composition, quantity and engagement of the service's staffing arrangements will be decided by the Approved Provider in consultation with the Nominated Supervisor and OSHC Committee.
4. Where possible recruitment activities will be as a result of workforce planning, identifying the upcoming needs of the service.
5. Employment needs may quickly arise and the Nominate Supervisor will be delegated to advertise for casual employees (without management/supervisor responsibility) on this basis. All other instances of recruitment will be instigated with the Approved Providers expressed approval.

Recruitment Activities

6. The table below outlines the **minimum** expected external promotion (open-merit) of available positions when recruiting

Direct Appointment	Internal Advertising Only	External & Internal Advertising
<ul style="list-style-type: none"> • A casual position with no management/supervisory responsibility • Full and part-time position by current casual employees (without promotion) 	<ul style="list-style-type: none"> • Casual position with management/supervisor responsibility 	<ul style="list-style-type: none"> • Any other position
<p><i>Direct appointment and internal advertising only apply to current employees of MPOSHC. Direct appointments must be endorsed by the Approved Provider.</i></p>		

7. Promotion and advertisement of available position can include:

- Local newspapers,
- Job seeking website,
- Social Media
- Job boards on university or QCAN website, or
- In the school newsletter.

8. Advertisements will include a description of the position, and an outline of the selection criteria. Candidates will be asked to write a cover letter addressing the selection criteria and provide a copy of their resume.

9. Shortlisted candidates will be notified of their success in moving to the next stage of the recruitment process. An expected timeline on the interview process will be communicated to shortlisted candidates.

Short-listing Candidates

10. Unless otherwise stipulated by the Approved Provider, the Nominated Supervisor will be responsible for coordinating the short-listing of candidates with support from other service leaders.

11. Candidates failing to be shortlisted will be provided communication on this at the earliest possible convenience.

12. Applicants will be given a fair and equitable chance to compete for an appointment based on their merit. The selection of candidates will be lawful at all times, ensuring protected attributes are never the basis for decision-making (i.e. discrimination), this includes the following characteristics:

- sex, age, race, gender identity or sexuality
- relationship status
- pregnancy, breastfeeding, family responsibilities or parental status
- impairment
- religious belief or activity
- political belief or activity
- trade union activity
- status as a legal sex worker.
- It is also illegal to discriminate against someone on the basis of an association with a person identified by one of these characteristics.

Interviewing

13. Short-listed candidates will be notified to their progression and be invited to interview for the position.

14. Casual appointments will be interviewed by at least two staff members or representatives from the OSHC Committee or the Approved Provider.

15. External full time and part-time management appointments will be interviewed by a panel of at least three persons (unless there are exceptional circumstances) made up of either:

- Service representatives;
- Approved Provider representatives; and/or
- Appropriate school employees.

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

17. Interviews will be held in a manner to be fair and equitable.

Selection

18. The selection panel should score each interview question and tally each individual's final result. Suitability decisions may also include other application information submitted on initial application (resume and cover letter).
19. The selection panel should make a recommendation to the Approved Provider outlining their reason for selection.
20. Where differentiation of candidates is difficult, the progression to reference checks may assist in supporting a preferred candidate.
21. Before offering the position to the preferred candidate, if not already completed, a delegated selection panel member will confirm the suitability of the candidate via at least one, preferably two, referee checks.
22. A Bluecard validity check will be conducted to ensure the candidate's suitability to work with children.

Appointment

23. Once endorsed by the Approved Provider, the selected candidate will be contacted by a member of the selection panel to be offered the position and negotiate starting dates.
24. The newly appointed employee will be sent:
 - a letter of offer (employment agreement),
 - code of conduct,
 - a request for copies of relevant qualifications, and
 - relevant blue card forms (application or link form), including a request for copies.
 - Tax file number
 - First aid
25. Unsuccessful interviewees will be notified as soon as possible by a nominated person from the selection panel via email.

Orientation and Induction

26. All new employees will be given (at least) 3 x induction shifts to ensure they are equipped and supported to understand and fulfil their role.
27. Induction will cover, but is not limited to:
 - Receiving the MPOSHC Employee Welcome Information Pack, containing:
 - Employee Handbook.
 - Employee Record Form.
 - Position Description.
 - Details and location of the Award (Parents and Citizens Associations Award – State 2016).
 - Employment Information Statement (for Queensland Industrial Relations System).
 - Union Information.
 - Confidentiality/Privacy Agreement.
 - Information Kit on Child Protection for Professionals
 - Professional Standards in OSHC
 - Location and orientation of:
 - The service's policies and procedures.
 - National Quality Standard for Education and Care Services.
 - My Time, Our Place Framework for School Age Care in Australia.
 - A walk-through of the service, outlining the key facilities and emergency plans.
 - A discussion with the Nominated Supervisor (or delegate) to outline and introduce:
 - The other educators in the service and their roles.
 - Duty of care responsibilities and supervision practices.
 - Rostering and communication procedures.
 - Programing and documentation procedures.
 - Work Health and Safety procedures and responsibilities
 - Each educator's first shift will be paired with a suitably experienced educator to 'shadow' them through the role and expectation. The Nominated Supervisor or management delegate will meet with the new educator at the end of the shift to debrief.

Conflicts of Interest and Recruitment

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

1. There will be no preferential treatment for family members/personal friends in the employment relationship; such conduct will be taken seriously and disciplinary action will be followed if a conflict of interest has not been managed transparently or according to procedure.
2. No appointment of a family member or personal friend shall be made without following the agreed recruitment process.
3. All candidates will be asked to disclose any actual or perceived conflicts of interest as part of routine interviewing questions.
4. Persons with responsibility in decision-making are additionally responsible for disclosing any actual or perceived conflicts of interest prior to undertaking interviews of the candidate. These disclosures are to be made to the Approved Provider. The Approved Provider will appoint a suitable alternative delegate where they see relevant.
5. Where the Approved Provider is a recruiter, the Approved Provider will provide impartiality through relinquishing direct decision-making.
6. Any subsequent appointment processes will not involve the relevant employee or executive member and all reference checks will be made by a nominated person who is independent of the relationship.

Ongoing management of employees where a conflict of interest exist is covered in *10.30 – Managing conflicts of interests*.

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Working with Children (Risk Management and Screening) Act 2000*
- *Fair Work Act 2009(Cth) / Industrial Relations Act 2016 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*
- *National Quality Standard, Quality Areas: 4 - Staffing arrangements; and 7 – Governance and leadership.*

E&CS Legislation Compliance

- *Education and Care Services National Regulations 299A.*

Policy Controls			
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