



# THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

## Educator Employment Policy

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### Introduction

Educators have an important and significant impact on children and their families. Educators need to have the skills to be able to interact with children, build long term relationships with families all while working within a team environment

### Goals – What are we going to do?

Attract quality staff and educators, encourage them to stay, gain benefits from their skills and experiences and provide appropriate compensation for their work.

Employ staff and educators regardless of discriminatory issues.

### Strategies – How will it be done?

- Management will receive resumes and job applications from prospective employees.
- If there is potential for employment an interview will be set up with the prospective employee.
- Educators will be selected based on qualifications, skills and experience with concern for the best needs of both families and children of The Cubbyhouse in mind.
- All educators at the Cubbyhouse may be moved between rooms and centre's as determined to be appropriate by management
- A working with Children Check number will be required from the prospective employee and management will process this number to check the suitability if the employee
- Prospective educators will be asked to complete volunteer days/ trial days to see if both management and the future employee will be suited to the position.
- Upon gaining employment management will follow the Staff Orientation and Induction Policy/ Procedures
- Educators employed will be designated a mentor/ buddy team member that they can go to for support and education

### Statutory Legislation and Considerations

Education and Care Services National Regulations

Part 2.3 46-54, Part 4.4 118-154

National Quality Standard

Quality Area 4: Staffing Arrangements

### Sources:

Equal Employment Opportunity Legislation

### Links to Other Policies

Acceptance and Refusal of Authorisation Policy

Child Protection Policy



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Determining A Responsible Person Policy

Governance and Management Policy

Staff Orientation and Induction policy

**Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)**

Links to all procedures

## **Links to forms/ resources**

Data, Cubbyhouse Originals, Forms

- ❖ Staff Forms

- Staff Orientation and Induction Pack

Data, Cubbyhouse Originals, Cubbyhouse Management

- ❖ Job recruitment

**Developed** Aug 2013

**Reviewed and Modified** Dec 2014. August 2015, October 2015