

Policy

Recruitment and selection of teaching staff in preschools

Please note this policy is mandatory and staff are required to adhere to the content

Summary

The Recruitment and Selection of Teaching Staff in Preschools policy outlines the principles and process for the appointment of teaching staff in preschools.

Table 1 - Document details

Publication date	24 June 2016
File number	12/548, 14/7739
Related legislation	<i>Children's Services Act 1985</i> Preschool (Kindergarten) Teaching Staff Award South Australian School and Preschool Education Staff Enterprise Agreement 2012
Related policies, procedures, guidelines, standards, frameworks	Recruitment and Selection of Teaching Staff in Preschool Procedure Merit Selection Policy
Version	1.2
Replaces	1.1
Policy officer (position)	Assistant Director, Workforce Management
Policy officer (phone)	8226 1434
Policy sponsor (position)	Director, Workforce Management
Executive director responsible (position and office)	Executive Director, People and Culture, Office for Corporate Services
Applies to	Preschool teachers employed under the Children's Services Act
Key words	Preschool teacher, preschool teacher recruitment and selection, preschool teacher placement
Status	Approved

Approved by	Executive Director, People and Culture, Office for Corporate Services
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Table 2 - Revision record

Date	Version	Revision description
July 2014	1.0	Replaces Children's Services Teacher/Director Placement processes; policies and procedures.
November 2015	1.1	Convert to new template. Previously recorded under HR34
April 2016	1.2	Annual review. No changes.

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1. Title

Recruitment and selection of teaching staff in preschools policy

2. Purpose

This policy outlines the principles and processes for recruitment and selection of teaching staff in preschools, and must be read in conjunction with the Recruitment and Selection of Teaching Staff in Preschools Procedure which provides details of the process steps and employee entitlements.

3. Scope

The policy applies to all teachers employed under the Children's Services Act 1985 in stand-alone and school-based preschools and children's centres.

4. Policy detail

The following principles underpin the policy:

- Teacher quality is a major determinant of quality education outcomes for children and we will seek to attract and retain the best teachers to all DECD preschools, to inspire and support children.
- Appointment of teachers to preschools is made by the Chief Executive or delegate under section 12 of the Children's Services Act. All teachers appointed to preschools are employees of DECD.
- Preschools should have the maximum flexibility to select teachers who best suit their needs and circumstances within established and agreed industrial frameworks, including the preschool staffing formula. Selection of staff is based on merit principles.
- Wherever practicable, teachers will be appointed on a permanent basis to a specific preschool. Preschools are required to declare ongoing positions wherever possible.
- Temporary contract employment is available for genuine operational reasons to meet certain defined conditions, where permanent employment is unable to be offered.
- As a rule, permanent teachers will not remain in temporary (PAT) positions for periods of longer than 12 months.
- DECD has an obligation to ensure that the employment entitlements and conditions of individual teachers are met. These are defined within legislative and industrial frameworks e.g. Children's Services Act, Public Sector Act.
- DECD is committed to the appointment of existing permanent teachers into ongoing positions wherever possible.
- Preschools are responsible for effective human resource planning to ensure they have the right balance of teaching staff to meet the needs of their children, so that they have access to a broad range of curriculum offerings.

- Teachers in metropolitan preschools will be able to request a transfer and be considered for suitable permanent vacancies after completing 10 years' service in their current site ('T' transaction type).
- Country teachers who meet minimum defined periods of service will be eligible to apply for a guaranteed return to the metropolitan area into any suitable permanent vacancy in the metropolitan area or a temporary vacancy within 45 kilometres of residence.
- Eligible teachers (as defined in the Procedure document) in country preschools will be able to request a transfer and be considered for suitable permanent vacancies in other nominated country preschools ('T' transaction type).
- A small number of other permanent teachers who do not hold right of return to a preschool will also be given preferential consideration for vacant positions in preschools.
- Preschools will be responsible for the implementation of effective systems for the performance and development and management of teachers.

The policy aims to achieve the following outcomes:

- An increase in the overall percentage of permanent staff relative to contract staff.
- Placement of all permanent staff in a preschool with the consequential reduction in the number of staff held against temporary vacancies (PATs).
- The completion of selection and placement processes prior to the commencement of the new preschool year so that designated teachers are in place for the first day of the preschool year.

4.1 Human resource planning

Preschool Directors will develop their site's human resource plan in partnership with their staff team.

The human resource plan will identify staffing requirements, taking into account the current and future needs of the site. The plan will be regularly updated to reflect changes to the composition of the workforce, site requirements, child profile, curriculum changes, enrolments and budget.

4.2 Describing positions

Preschools will describe vacant teaching positions consistent with the requirements identified in their human resource plan and in consultation with the staff team.

The position descriptions will detail whether the vacancy is ongoing or temporary and other relevant information, as described in the Recruitment and Selection of Teaching Staff in Preschools Procedure.

Ongoing positions

An ongoing position does not have an end date, and can be described when:

- the position is vacant and no existing, permanent teacher holds right of return to the position
- a new vacancy is created that can be funded on an ongoing basis from the preschool's resource budget i.e. the funding source is ongoing.

Ongoing positions will be described unless the criteria for a temporary position are met. For all vacancies

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resulting from teachers winning advertised teaching or leadership positions, or by teachers resigning, retiring, etc., it is expected that an ongoing position will be described by the preschool unless strong evidence can be provided as to why the resultant vacancy cannot be filled permanently.

Temporary positions

A temporary position is for a fixed period of time with a specified commencement and end date.

Temporary vacancies have a minimum tenure of 20 duty days. They can be up to two years if the vacancy is, for example, behind a teacher who holds right of return to the preschool.

A temporary position may only be declared when:

- a teacher holds a right of return to the preschool
- the preschool is undergoing a major change
- the preschool is undergoing enrolment decline and an ongoing position cannot be sustained
- a teacher has an approved temporary change in time
- there are special short-term funding arrangements
- a position needs to be maintained behind an acting leadership position of 12 months or less.

Temporary relieving teacher (TRT)

A TRT can only be accessed where there are unexpected short term absences of another employee or an unforeseen event(s) which could not reasonably have been planned for. TRT positions have a minimum tenure of half a day and a maximum tenure of 19.5 duty days.

Position tenure review panel

A joint DECD/AEU Position Tenure Review Panel considers concerns raised relating to the tenure of positions, i.e. when a temporary position is described which appears to meet the criteria for an ongoing position. Either DECD or the AEU can initiate a meeting of the panel and would operate on an exception basis rather than review all temporary positions. The panel would conduct an annual review of the terms of reference and any recommendations, if agreed by DECD and the AEU, would be implemented. See Recruitment and Selection of Teaching Staff in Preschools Procedure.

4.3 Filling vacancies

Ongoing positions

The process for filling ongoing positions:

- Prior to the commencement of each new annual recruitment and selection exercise, all permanent teachers who are in temporary positions or require placement will be appointed, where possible, to ongoing positions in preschools, in the first instance, through a centrally-managed process.
- Country Guarantees will then be placed.
- In, zone 3, 4 and 5 country preschools and children's centres conversion to permanency can take place prior to the first rounds of advertising, subject to specific criteria.

- Positions will then be advertised.
- If an appointment is not made from advertisement, applicants with a 'T' transaction type will be considered.
- If still unfilled, the vacancy may be considered for a conversion to permanency process, subject to specific criteria, as outlined in the Procedures document.
- If the position is not filled through any of these processes, the vacancy may be re advertised, if timelines permit.
- If there is insufficient time to advertise at the end of the year, the vacancy will be filled through a centrally managed process overseen by the Assistant Director, Workforce Management.

Advertised positions

Advertised vacancies are open to all eligible teachers, whether or not they are currently employed by DECD. Applications for advertised vacancies are lodged online and are managed by a Local Selection Panel, in accordance with the process outlined in the Recruitment and Selection of Teaching Staff in Preschools Procedure.

Conversion to permanency

Preschool Directors in accordance with the human resource plan can make a recommendation to the Assistant Director, Workforce Management to convert a temporary teacher to permanent, subject to specific criteria, as outlined in the procedure document.

In order to ensure that the overall needs of preschools and individual teachers are met, and in extenuating circumstances, the Assistant Director, Workforce Management, may approve special arrangements for the conversion of temporary teachers to permanency.

In, zone 3, 4 and 5 country preschools and Children Services children's centres conversion to permanency can take place prior to the first rounds of advertising, if the following criteria are met:

- the position is identified as an ongoing position by the site
- there are no teachers available with specific placement rights through the Permanent Teacher Register (PTR) to fill the vacancy
- the incumbent was appointed through established recruitment processes and has occupied the position for a period of at least two years
- the incumbent has demonstrated satisfactory performance.

Temporary positions

Teachers in the PTR who are eligible to be considered for temporary positions are considered in the first instance for temporary positions, through a centrally-managed process. If an appointment is not made from the PTR, the position can either be advertised by the preschool or filled from the Employable Teacher Register (ETR), through the process outlined in the Procedures for the Recruitment and Selection of Teaching Staff in Preschools Procedure.

4.4 Appointment to preschools

From 2014, preschool teachers that have been appointed to a ten year tenured position and are currently in tenure will be appointed ongoing to that site.

Permanent teachers are appointed to ongoing positions, where possible, in preschools. All permanent teachers appointed to preschool will retain right of return to that preschool following periods of leave or following appointment to a leadership position or secondment of 12 months tenure or less.

Substantive teachers appointed to leadership positions, seconded teacher positions and/or secondments of more than 12 months will lose right of return to their preschool, unless otherwise negotiated.

If these teachers require an appointment to a preschool at the end of the tenured leadership position or secondment, they enter the PTR (Permanent Teacher Register) for placement as a teacher.

A secondment does not affect a teacher's status as a DECD employee.

Preschools may make application to the Assistant Director, Workforce Management, to waive the right of return where special circumstances exist.

4.5 The permanent teacher register (PTR)

Essentially, teachers who are eligible to be included in the PTR are those:

Must Place

- permanent teachers who do not hold a right of return to a specific preschool, after completing a leadership position of greater than 12 months
- permanent teachers who do not hold a right of return to a specific preschool, after returning from extended leave
- permanent teachers who do not hold a right of return to a specific preschool, and have been placed into a temporary position
- teachers identified for relocation due to significant enrolment decline.

Guarantee

- with a guaranteed right of return from the country to the metropolitan area.

Transfer

- permanent teachers in the metropolitan area who lodge a request to transfer following 10 years of service in their current preschool ('T' transaction type)
- eligible permanent teachers (as defined in the procedure document) in country preschools who lodge a request to transfer to an alternative country location ('T' transaction type).

4.6 Selection process for the PTR

All teachers in the PTR are considered for vacancies for which they are eligible to apply. Teachers who have lodged a 'T' transfer request will be considered for any suitable permanent vacancies after other teachers in the PTR have been considered, the position remains unfilled after advertised and prior to conversions to permanency being considered. The appointment of teachers from the PTR to preschools will be managed centrally by HR Services – Preschools and Schools.

The Assistant Director, Workforce Management may approve special arrangements for the appointment of individual teachers where special circumstances may exist.

4.7 Teachers requiring alternative appointments

The Assistant Director, Workforce Management may approve alternative placements in special circumstances, such as for genuine compassionate reasons or where circumstances in a preschool warrant identification of excess staff due to significant enrolment decline.

4.8 Local selection process for advertised vacancies

All vacancies must be filled in accordance with the agreed local selection procedures set out in the recruitment and selection procedures. Any selected employable teachers who are recruited to these permanent positions will not be considered for other permanent vacancies at that classification/level until they have met the appropriate eligibility criteria (as outlined in the procedure document).

Preschools are able to advertise vacancies after all the teachers that 'must be placed' and the guarantees are placed.

4.9 Grievance resolution

An employee may lodge a complaint if they consider they have been treated unreasonably or unfairly in the application of this policy or its associated procedure as per the [Complaint Resolution for Employees Policy](#) and in accordance with the [Complaint Resolution for Employees Procedure](#).

5. Roles and responsibilities

Table 3 - Roles and responsibilities

Role	Authority/responsibility for
Preschool Director	<ul style="list-style-type: none"> Identifying and describing a new vacancy with reference to the Site's Human Resource plan. Making a recommendation to Assistant Director for conversion to permanency. Approving leave up to and including 12 months.
Assistant Director, Workforce Management	<ul style="list-style-type: none"> Approving special arrangements for the filling of vacancies or the appointment of individual employees. Approving conversions to permanency.

	<ul style="list-style-type: none"> • Approving the classification levels of Preschool Directors. • Approving Alternative Placement Requests.
Senior HR Consultant	<ul style="list-style-type: none"> • Appointing permanent employees from the PTR.

6. Monitoring, evaluation and review

Relevant data will be provided to the AEU on the implementation of the policy. This will include levels of permanency achieved in preschools as a result of the implementation of the policy.

A joint review will be conducted of the Recruitment and Selection of Teaching Staff in Preschools Policy and associated procedure each year, with a view to identifying changes and improvements that may be required and having regard to:

- the policy outcomes specified in Section 4 – Policy Detail of this policy
- changes to the demographics of the teaching workforce and characteristics of the labour market
- operational issues that are identified.

7. Definitions and abbreviations

Table 4 - Definitions and abbreviations

Term	Meaning
AEU	Australian Education Union
DECD	Department for Education and Child Development
ETR	Employable Teacher Register
PAT	Permanent Against Temporary
PTR	Permanent Teacher Register

8. Supporting documents

- [Complaint Resolution for Employees Policy](#)
- [Complaint Resolution for Employees Procedure](#)
- [Merit Selection Policy](#)
- [Recruitment and Selection of Teaching Staff in Preschools Procedure](#)

9. References

- *Children's Services Act 1985*
- *Public Sector Act 2009*
- Preschool (Kindergarten) Teaching Staff Award
- South Australian School and Preschool Education Staff Enterprise Agreement 2012