

# **BPA Children's Services**



## EMPLOYMENT OPPORTUNITIES QUESTIONNAIRE FOR CO-EDUCATOR

NAME: \_\_\_\_\_

Please return to BPA as soon as possible

**PHILOSOPHY**

Can you explain your personal philosophy in regards to Early Childhood?

**WORK EXPERIENCE**

Could you give us a short account of your work experience and why you have applied for the position?

What particular skills/qualities would you bring to the position?

**PROGRAMMING**

What is your understanding of the National Quality Framework?

What do you understand the role of the Co-Educator to be in contributing to the documentation of the program?

How do you use the Principles & Practices in the program?

Give 2 - 3 examples.

What do you think is the role of the teacher?

**WORKING WITH CHILDREN**

How do you see the role of Co-Educator when working with the children?

What would you do if you suspected a child had a high temperature?

<p>Can you explain how you would work with a child (use the following or alternative anecdotes):</p> <ul style="list-style-type: none"><li>a. if you saw that child biting another child;</li><li>b. if while reading a story to a group of children a child dominates the group discouraging other children from participating?</li></ul>	
<p>How would you make sure that the environment ensured the health, safety and wellbeing of the children?</p>	
<p>What skills would you need when listening to a child? Please provide an example that demonstrates your listening skills.</p>	
<p>What would you consider as important when communicating with children?</p>	
<p>How would you ensure that children under your care were adequately supervised?</p>	
<p>Are you familiar with the Victorian Child Safe Standards?</p>	

How do these Standards impact on you when you are working in a Children's Service?	
Have you completed "Mandatory Reporting" training?	
What do you know about the criminal offence of "Failure to Protect"?	
Have you ever made a report to Child Protection? If not, are you aware of the procedures you would follow leading up to a report and when making a report?	
<b>WORKING WITH OTHER STAFF</b>	
How do you see your role as relating to other staff in the service?	
How would you resolve differences between yourself and another staff member? Please provide an example of when you have had to deal with conflict and how you resolved it.	
If the teacher gave you a direction you did not wish to carry out, how would you deal with that situation?	

If you found communication with other staff members was difficult, what strategies would you use to improve it?	
<b>PARENTS AND BPA</b>	
If a parent asks you about a child's welfare or development, what would you do?	
What do you think is the role of BPA?	
How would you interact with BPA?	
<b>GENERAL</b>	
Have you ever been charged with a criminal offence? If so, please provide details.	
You are obliged to disclose any formal disciplinary actions taken against you by any current or former employer.	

Would you be willing to do a volunteer day at the centre?	
It is a BPA expectation that staff attend monthly staff meetings which may be outside of normal working hours, do you have any objections to this?	