

Lilly Pilly Community Preschool Policies



QUALITY AREA FOUR- STAFFING ARRANGEMENTS

11/14/2018

QUALITY AREA 4 STAFFING ARRANGEMENTS

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STAFF QUALIFICATIONS.....

Lilly Pilly is staffed by the following:

NOMINATED SUPERVISOR: Early Childhood Diploma

EDUCATIONAL LEADER: Early Childhood Degree

ROOM LEADERS: Early Childhood Degree /Associate Diploma in Child Care

ASSISTANTS: Early Childhood Diploma and Cert 111

SUPPORT TEACHERS: Cert 111.

Staff at Lilly Pilly Community Preschool are employed under the Miscellaneous Workers Kindergartens and Child Care Centre's (NSW) Award and Teacher's (Non government, Early childhood services centres other than preschools) NSW Award. Staff are paid accordingly under conditions of the above current awards.

STATEMENT OF COMMITMENT POLICY

The following is the Statement of Commitment which staff should be committed to...

As an individual who works with young children, I commit myself to furthering the values of early childhood education. To the best of my ability, I will:

- ♥ ensure that programmes for young children are based on current knowledge of child development and early childhood education
- ♥ respect and support families in their task of nurturing children
- ♥ respect colleagues in early childhood education
- ♥ serve as an advocate for children, their families, and their teachers in community and society
- ♥ maintain high standards of professional conduct
- ♥ recognise how personal values, opinions and biases can affect professional judgement
- ♥ be open to new ideas and be willing to learn from the suggestion of others
- ♥ continue to learn, grow and contribute as a professional
- ♥ honour the ideals and principles of Lilly Pilly Community Preschool

The Statement of Commitment expresses those basic personal commitments that individuals must make in order to align themselves with the profession's responsibilities.

At Lilly Pilly Community Preschool we employ loyal, caring and capable staff who bring to the centre different qualities, qualifications and experiences to implement our parent and staff philosophies. Qualified staff are always present at the centre. Ongoing training and support for staff will be offered and will enhance our centre as a whole. Regardless of previous training, experience and education, staff are expected to continue to update their knowledge on early childhood education, child protection, nutrition and first aid.

Lilly Pilly Community Preschool has a highly regarded reputation. This has been established by the staff displaying professional attitudes when dealing with parents, children, colleagues, other centres, media, licensing departments and other government departments. Staff are expected to behave in a professional manner whenever representing the centre.

Our staff at Lilly Pilly Community Preschool will observe a code of ethics relating to confidentiality, impartiality, tolerance and discipline, bearing in mind the responsibilities that have been entrusted to them as professional caregivers. Staff evaluations will take place on a regular basis. The current award that the centre is under is complied with.

The licensed number of children at this centre is 30 three to five year olds.

DETERMINING RESPONSIBLE PERSON POLICY

Introduction

The Education and Care Services National Law determines that a responsible person must be physically present at a centre based service at all times that an Approved service operates.

Goals:

A responsible person will be on the premises at all times, and the details of the responsible person at any time will be clearly displayed for educators, staff and families.

The process for determining the responsible person will be clear to all educators and staff, and followed at all times.

Details of the person responsible are documented and displayed for all users of the service.

Strategies:

A service must always have a responsible person physically present at all times.

A responsible person can be:

- ♥ The APPROVED PROVIDER – if this is an individual. If it is an organisation or company then someone with management and control of the service.
- ♥ The NOMINATED SUPERVISOR – this is a person with a Supervisor's Certificate designated by the service as the Nominated Supervisor.
- ♥ A CERTIFIED SUPERVISOR who has been placed in day-to-day charge of the service.

The Approved Provider will:

- ♥ Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible person;
- ♥ Ensure the responsible person is appropriately skilled and qualified;
- ♥ Ensure a responsible person is physically present at the centre. A substitute for the responsible person will be in present where a Waiver is in place.

The Nominated Supervisor or delegated authority will:

- ♥ Arrange for the keeping of a "responsible person record". This record will document the current responsible person.
- ♥ The name of the responsible person will be displayed in the main entrance at the service.
- ♥ Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children.

Evaluation : A responsible person is physically present at the centre at all times and this is documented and displayed.

STAFF CODE OF CONDUCT POLICY

Introduction

This policy relates to conduct within the care and education services.

Ethical conduct guides the behaviour and decisions within the care and education setting and is founded in respect for, and the valuing of children, families, educators and staff, and the extended service community.

Goals:

The centre community will uphold the highest standards in ethical conduct in accordance with the ECA Code of Ethics (2010) The United Nations Convention on the Rights of the Child (1989) and service philosophy and policy.

Strategies:

- ♥ *Educators and staff will be familiar with the legislation and statutory documents that apply to their role with children, families and other staff in the centre.
- ♥ *Educators and staff will be familiar with the ECA Code of Ethics and service philosophy. This will guide conduct and decision making within the centre.*Ethical conduct and decision making will occur with reference to legislation and statutory documents and through a process of critical reflection. Decision making processes will be clear and the service director/ coordinator will be accountable for decisions and able to demonstrate how those decisions are made.
- ♥ *The Provider and Nominated Supervisor of the service ensure all Educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.

The service community will work together in the best interests of the children and families and will act in a manner that will enhance the standing of the early childhood sector. This involves a full understanding of role responsibilities and obligations combined with collegial practice and collaborative decision making.

Evaluation

Educators, staff and volunteers in the service will conduct themselves in an ethical manner through clear processes in accordance with legislative and statutory guidelines.

Staff Guidelines...

Staff are to encourage children to be independent, to care for themselves, their belongings, dress themselves and to pack away toys after playing. Staff at Lilly Pilly Community Preschool assist children in need of help, but try not to do all the tasks for them. Children are to store their own shoes and socks in their lockers. Children are encouraged to help tidy up and pack away. Staff give them jobs they are capable of doing and rewarding when necessary. Staff are to ensure children wear aprons for painting and messy activities. We also make sure their sleeves are pulled up and out of the way. When writing the child's name on their work, we make sure it is spelt correctly and neatly written. At Lilly Pilly Community Preschool, the staff clean up as they go and wipe spills as they happen. We aim to maintain a reasonable balance of order and tidiness to encourage constructive play. Staff encourage safe practices in children when handling equipment (e.g. not tipping a puzzle out on the floor) We encourage children to observe these sorts of practices. If they need some help, we assist where we can. We encourage all children to respect all books, toys and belongings. They are not to be thrown around or walked on top of. For safety reasons, children may need to be reminded that outside time is for running and inside time is for walking. Children are also encouraged to take care of their environment at Lilly Pilly Community Preschool. We pick up dropped papers, both inside and out, and place in a suitable garbage or recycling bin.

Staff Meeting Policy

Staff are to aim to clean up their rooms by 3.30pm for a meeting from 3.30pm to 4pm everyday to discuss the days events and reflect on practices and any issues. Parents and children issues raised must remain confidential amongst staff.

Staff Phone Call Policy

Staff may use the telephone for personal phone calls during the day but calls are to be kept to a minimum duration as it is a business telephone. Only in emergency situations will a staff be permitted to take a personal phone call during work hours. Mobiles are to be kept in lockers during working hours.

Staff Lateness Policy

In order for Lilly Pilly Community Preschool to function efficiently, staff must be in the building during their set working hours. This is essential due to state licensing regulations. Staff lateness can cause unnecessary stress on the children, the program and other staff members. Employees are to make it a habit to arrive prior to the scheduled commencing time. In the case of an unavoidable incident, staff must make an effort to telephone the centre if they are aware that they are going to be late. Starting time is not the same as the arrival time. It is the time you are ready and available to commence working in your main room. Continual lateness is not fair on colleagues. It could result in a written warning.

Staff Dismissal Policy

There are many factors involved in the dismissal of employees, including the possibility that a dismissed employee may seek redress, either through the industrial relations system or through the courts, in the form of either reinstatement or compensation by way of damages. Therefore, it is extremely important that centre obtain a current copy of the booklet "Dismissal of Employees" published by the Employers' Federation of NSW, available from The Association of Child Care Centres of NSW Inc. This booklet outlines procedures to be undertaken regarding dismissal and the procedures should be strictly adhered to.

Staff Discipline of Children Policy

No physical punishment of any kind will be permitted or used at Lilly Pilly Community Preschool. When handling children, positive reinforcement is to be used. We give clear instructions or explanations and make sure that children understand what is expected of them. Be consistent but not inflexible. You may have to remind the child constantly about certain limits, etc, but stick to it, speak quietly, clearly and allow the child time to respond before speaking again.

Be aware of sound that may mean play is getting out of control (yelling, crashing, etc). Direct children to other activities. Guide behaviour by giving positive direction and be constant where limits are set. For example, "If you throw sand, it may get in someone's eyes and hurt them. I can't let that happen, you will have to play somewhere else". Always give a reason for discipline. Give praise and encouragement to the children - be positive when talking to children. For example, "I am happy to see you help pack away", or "That is a great painting you're doing".

We ask and indeed expect children to respect and listen to their elders. So too, we adults must show respect to the children. For example, when children are speaking to us, to another staff member or to other children, please do not interrupt them without showing respect for them, saying "Please excuse me, Johnny! But I need to say something very quickly to Miss Robyn. Thank you!" Most importantly, remember to laugh and enjoy yourself with the children. If you are encountering difficulties in disciplining a particular child, then please see the Education Leader or Nominated Supervisor immediately to discuss further.

Grievances related to work performance:

This procedure will be conducted by members of the management committee in conjunction with the director. Should concerns involve the director, grievances should be raised directly with the management committee. There are 3 stages in this grievance procedure:

Stage 1: Counselling

The employee will be informed of the grievance relating to the areas of concern. Direction on ways to correct work performance will be given at this time. Notes regarding the counselling session will be taken as a future record if further action is required.

Stage 2: Written Warning

If problems with work performance persist, then a letter of concern will be issued to the employee, advising of the relevant areas, a reminder of the counseling session and what is expected of the employee to aid improvement. A review period will also be set at this time giving the employee an appropriate period to rectify the concerns (depending on the nature, 2 to 4 weeks). The review will be monitored in conjunction with the employee on a weekly basis to gauge and provide feedback of progress. The review period may not apply if concerns involve actions which are of a more serious nature and are not acceptable at any time. The employee, upon receipt of the letter will be offered sufficient time to read and consider the stated grievances. A meeting will then be called to further discuss the grievances at which time the employee may wish to have union representation.

Stage 3: Final Written Warning

This stage involves a further and final warning again outlining the concerns, counseling and warning sessions to date, expectation on ways to improve performance and a reminder that this is the final warning and that further concerns will result in reconsideration of the employment. It is the right of the staff member to have union representation at any point throughout this procedure.

VOLUNTEERS & STUDENTS & RELIEF STAFF POLICY

Introduction

Visitors to care and education settings are a regular occurrence. Family members or potential families want to visit a service when deciding on care for their children. Students attend practicum periods; volunteers may choose to spend time in the service along with maintenance personnel, educators and staff from other services and other authorised volunteers.

The presence of visitors at the service must be monitored and documented.

The service encourages student and volunteer participations as we are committed to assisting students gain valuable experience in early childhood settings.

Goals:

- ♥ *Records relating to visitors and students to our service will be maintained.
- ♥ *Educators and staff will abide by regulatory protocol when visitors are in the service.
 - to demonstrate appropriate dress, behaviour and language at all times, including hat to be worn during outdoor play times
 - to demonstrate reliability in starting and finishing times and any commitments made to children, parents and staff
- to demonstrate familiarity with the centre timetable, routines and activities to understand the centres' philosophy, aims and goals

Strategies:

The Approved Provider, Nominated Supervisor or Certified Supervisor will:

*Maintain a visitors book and request sign in of all visitors to the service;

*Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the centre and will provide an induction protocol for all staff to use with visitors;

*Keep a record of all volunteers and students who spend time in the service. The record will include: full name; address; date of birth; date and hours of each volunteer or student who participates in the program;

*Be aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.

Educators and staff will:

- ♥ Welcome visitors to the service and seek information on their reason for visiting;
- ♥ Direct visitors appropriately and make the Nominated or Certified Supervisor aware of a visitor presence in the service;
- ♥ Welcome family and friends to visit and participate at any time.

Families will:

- ♥ Be aware of who they are providing access to the service for when they enter themselves and are requested to be aware of unknown visitors and to direct them accordingly.

Evaluation

All educators and staff will maintain a safe and secure environment for other staff, the children, families and visitors to the service.

Confidentiality must be practiced in relation to any information concerning the centre, the children, the staff, the parents and their families.

Student, Voluntary and Relief Staff Policy

Aim:

To provide clear guidelines for the person/s engaged at Lilly Pilly Community Preschool, under the above titles, to abide by

Responsibilities:

- ♥ to agree to undertake the "Working With Children Check" before commencement (please see previous section, Page 48 to 59)
- ♥ to demonstrate appropriate dress, behaviour and language at all times, including hat to be worn during outdoor play times
- ♥ to demonstrate reliability in starting and finishing times and any commitments made to children, parents and staff
- ♥ to demonstrate familiarity with the centre timetable, routines and activities
- ♥ to understand the centres' philosophy, aims and goals

Procedure:

The programme

- ♥ to assist with the preparation of the environment prior to children's arrival and packing away and cleaning up
- ♥ to be aware of health and safety precautions
- ♥ care for the equipment and generally maintain a clean and tidy environment
- ♥ to demonstrate initiative when appropriate through all aspects of daily work

The staff

- ♥ communicate openly, honestly and fully with other staff members
- ♥ demonstrative effective working relationships as a role model for the children, who are developing their own social skills
- ♥ express yourself clearly and use active listening skills
- ♥ ask questions and gain clarification if unsure in a situation

The Children

- ♥ to assist children with being comfortable, relaxed, happy and involved in play and other activities
- ♥ to show interest in and extend children's play at all times
- ♥ talk to them at eye level making eye contact
- ♥ use verbal and non-verbal communication to indicate your interest in their play and activities
- ♥ recognise and respond to spontaneous learning experiences
- ♥ respond to their interests/needs in a warm, positive, friendly and respectful manner

- ♥ being a positive role model is essential
- ♥ try to anticipate difficult situations to stop problems developing
- ♥ use positive guidance and re-direction when appropriate

The Parents

- ♥ maintain respectful relationships at all times
- ♥ communicate in a friendly manner
- ♥ consult with teaching staff or refer parents to teaching staff when discussion arise, concerning children, development and when parent's are asking and/or making suggestions about the program
- ♥ become familiar with the "Code of Ethics" in children's services
- ♥ Confidentiality
- ♥ at all times. Confidentiality must be practiced in relation to any information concerning the centre, the children, the staff, the parents and their families.

SUPERVISION POLICY

INTRODUCTION

- ♥ Children must be adequately supervised at all times that they are being educated and cared for both at the service and on excursions. Supervision can prevent and reduce accidents through early detection of potential hazards and an awareness of the children, and their activities. The education and care service must prioritise regular assessment of their supervision practices in order to increase educator's awareness of their duty of care and to continuously improve supervision procedures.

GOALS:

The education and care service maintains a safe and secure environment where children are free to explore and learn more about their world. The approved provider and educators are familiar with regulatory requirements and standards regarding supervision. Lilly Pilly Preschool encourages educators to evaluate their supervisory practices and implement plans that increase their awareness of the layout, risk management and supervisory choices within the education and care environment.

STRATEGIES:

The Approved Provider will:

- ♥ Ensure that the premises are designed and maintained to facilitate supervision of children at all times while considering the need to maintain the rights and dignity of all children.
- ♥ Ensure that the age and supervision requirements for educators are maintained at all times. Any educators who are under eighteen years of age may work at the centre-based service, provided they do not work alone and are adequately supervised at all times by an educator who is over eighteen years of age.
- ♥ Notify the regulatory authority within 24 hours if a child appears to be missing, cannot be accounted for, appears to have been taken or removed from the premises, or has mistakenly been locked in or out of the education and care services premises.

The Nominated Supervisor will:

- ♥ Carefully plan rosters that ensure continuity of care and adequate supervision at all times when children are being cared for and educated in the service and on excursions.
- ♥ Ensure that a risk assessment is carried out before an authorization is sought for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.

Educators will:

- ♥ Document a supervision plan and strategies for both the indoor and outdoor areas. This will assist educators to position themselves effectively for supervising the children's play. They will take into consideration the layout of the premises and grounds, any higher risk activities, the presence of any animals, the location of activities and the location of bathroom facilities.
- ♥ Inform new and relief educators about supervision arrangements and what is required of them in relation to supervising children.
- ♥ Regularly review the supervision plan and strategies to evaluate the effectiveness of the plan and its implementation by educators. The supervision plan and strategies will be displayed for families in the outdoor area.
- ♥ Seek to ensure that two educators are present/within view when working with children and when supporting children with toileting/hygiene routines.
- ♥ Arrange the education and care environment to maximise the ability of educators to supervise all areas accessible to children. Particular focus will be on gates, the fence line and doors during arrival and departure times.
- ♥ Be aware of the importance of communicating with each other about their location within the environment.
- ♥ Ensure that correct child: educator ratios are maintained throughout the education and care environment. All children will be in sight or hearing of educators at all times. No child will be left alone while eating or at toileting times.
- ♥ Supervise children during rest periods. Children will be positioned and supervised according to the Safe Sleep & Rest Times Policy.
- ♥ Ensure that hazardous equipment, machinery, and chemicals are inaccessible to children.
- ♥ Ensure that supervision arrangements are respectful and that interactions with children are meaningful. Educators will encourage children's independence while respecting individual abilities and needs.
- ♥ Scan the environment while interacting with individuals or small groups. Educators will position themselves to maximise their view of the environment and the children's play.
- ♥ Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.
- ♥ Children's safety will be the priority of all educators when supervising children.

EVALUATION

Interactions with children are respectful and meaningful and challenge each child's skills and awareness of the world. Risks are assessed and managed so that the environment can be safe, educative and stimulating. Children's activity, interactions and play are planned for and monitored by educators with consistent strategies to minimise potential dangers to children.

HARASSMENT FREE WORKPLACE POLICY

INTRODUCTION

Creating a workplace with vision and meaningful direction, consistent values and ethics will foster a positive and productive work environment free from harassment. Further, when professional standards guide educator's practices, interactions and relationships, children's learning and development, safety and wellbeing will be effectively supported.

GOALS:

Our education and care service will foster an environment of mutual respect equity and recognition of educator skills and strengths. This will be facilitated through the service philosophy and by adhering to the Early Childhood Code of Ethics and the Code of Conduct Policy. Our education and care service endeavours to define clear expectations and guidelines for educators through clear job descriptions, policies and procedures. Our service will encourage feedback and open communication to create understanding between educators and management.

STRATEGIES:

The philosophy of the education and care service will guide educator interactions and practices by providing a vision, a purpose and meaningful direction regarding goals for children and families.

The Approved Provider and/or the Nominated Supervisor will:

- ♥ Carry out an induction process for new employees at the commencement of employment. At this time, appropriate behaviours will be reinforced and discussed.
- ♥ Familiarise new employees with the Code of Conduct Policy, the Complaints and Feedback Policy and the Early Childhood Code of Ethics.
- ♥ Inform educators that inappropriate behaviours such as harassment and bullying will not be tolerated.
- ♥ Encourage educators to report inappropriate behaviours using the Complaints and Feedback Policy.
- ♥ Address all inappropriate behaviours.
- ♥ Increase educator awareness of appropriate interactions through professional development and training.
- ♥ Encourage open discussions through educator team meetings, informal conversations and at performance appraisals to clarify each educator's role within our education and care service.
- ♥ Welcome constructive feedback. Educators will be encouraged to express opinions and work collaboratively with the Nominated Supervisor and the management of the education and care service to contribute to the success of the service and to facilitate continual improvement.

- ♥ Regularly review communication practices within the education and care service to ensure all educators are supported, empowered, and acknowledged for their contributions to the team and the service.
- ♥ Treat all educators equitably.

Educators will:

- ♥ Be involved in decision making with a clear understanding of their roles and responsibilities as defined in their job descriptions, duty lists, rosters and service policies.
- ♥ Be valued for their contributions to the education and care service program and routines.
- ♥ Be encouraged to embrace the uniqueness and diversity of their colleagues. Skills, strengths and opinions of team members will be respected and supported by all educators to create team cohesion based on respect and professionalism.

EVALUATION

Educators and Management conduct themselves in a professional manner according to the Early Childhood Code of Ethics, the Code of Conduct and legislative guidelines.

Inappropriate behaviours including harassment and bullying are not tolerated by educators or management.

WORKING WITH CHILDREN CHECK

Aim:

To provide a service where children are safe and protected from harm; are respected and their best interests are considered and upheld at Lilly Pilly Community Preschool at all times.

REGULATIONS:

All staff, including relief staff and students, are to be screened prior to employment for criminal record check, AVO check and relevant employment proceedings check.

Procedure:

Committee conducts this mandatory background check on all child-related employees working at Lilly Pilly Preschool and before employing new staff. Committee to notify all applicants applying for employment of the Working With Children Check process upon first contact with the Preschool. Lilly Pilly Community Preschool is registered with the approved screening agency:

NSW Commission for Children and Young People

Level 2, 407 Elizabeth Street

Surry Hills, 2010 NSW

Phone: (02) 92 867 219

Fax: (02) 92 867 201

Email: check@kids.nsw.gov.au

Staff Health and Safety Policy

Lilly Pilly Community Preschool accepts the responsibilities of the Occupational Health and Safety Act and agrees to comply with the provisions in this Act. We use the "Workcover Child Care Information" book as a point of reference. This book contains information about OH&S, rehabilitation and worker's compensation.

When first employed, staff are shown the correct techniques for lifting heavier children and awkward objects to avoid back strain. Staff are also shown the correct principles of hygiene to reduce the spread of infection. Staff are expected to display proper hand washing techniques to help prevent the spread of disease or infection. They are encouraged to wash their hands after any contact with bodily fluids, blood or unclean surfaces. Staff are encouraged to stay at home if they have any sort of infectious disease.

It is a Lilly Pilly requirement that staff members all have their First Aid Certificate up to date. Opportunities are given for staff to attend regular courses on the latest techniques of adult and health issues. Children's and adults health issues or concerns are discussed at staff meetings. We aim to maintain an environment that minimizes the risk of the spread of infection. Maintaining a clean, hygienic environment is the responsibility of Lilly Pilly Community Preschool staff.

The staff are responsible for the maintenance and cleaning of all shelves, materials, toys and equipment the children use during the day. Shelves are to remain as clean and tidy as possible. Children are encouraged to help with packing away toys and equipment. It is the responsibility of the staff to check daily for hazards which could be dangerous to the children both indoors and outdoors. Any spills are to be cleaned up immediately.

Staff Accident Policy...

A staff accident or incident book is kept in the staff office. Should a staff member of Lilly Pilly injure themselves whilst at work, the information is to be recorded in the book, together with date, time, accident report and a signature from the employee. The employee is to have a colleague who witnessed the incident sign the records as well. All accidents are reported to the Nominated Supervisor immediately.

JOB DESCRIPTION

Preschool Room Leader

The Room Leader must be Diploma trained or University Early Childhood Degree trained.

Role and Responsibilities

This position is accountable to the Lilly Pilly Community Preschool Nominated Supervisor and Approved Provider.

- ♥ To assist the Nominated Supervisor.
- ♥ To ensure the outside and inside area are set up fully before the children arrive
- ♥ To participate in the preparation and implementation of an educational program for small groups and to plan for the needs of the individual child
- ♥ To maintain records on each child's development and to use these in planning for the child's continued progress
- ♥ To plan an appropriate programme of activities designed to achieve the full potential of each child under his/her care
- ♥ To attend all staff meetings and to have input into these as requested to assist with the professional development of all staff
- ♥ To attend in service and other courses as appropriate
- ♥ To oversee the daily direction of any students under his/her supervision
- ♥ To keep any necessary records e.g. programme plan, developmental records, medication forms
- ♥ To report to the Director any materials or equipment required, maintenance needed or any other matters affecting the smooth running of the centre
- ♥ To attend Committee meetings as required
- ♥ To be responsible to the Director and Committee for the completion of allocated tasks and to work with the Director on all matters important to the centre to ensure the smooth running of the centre
- ♥ To ensure complete confidentiality of all matters relating to the children at the centre
- ♥ To contribute to the cleanliness, maintenance and tidiness of the centre

Preschool Room Assistant

Mandatory: Must be at least Certificate 3 qualified

Role and Responsibilities Criteria

This position is accountable to the Lilly Pilly Community Preschool Nominated Supervisor and Approved Provider.

- ♥ To assist the Room Leader and Nominated Supervisor.
- ♥ To ensure the outside and inside area are set up fully before the children arrive
- ♥ To participate in the preparation and implementation of an educational program for small groups and to assist in planning for the needs of the individual child
- ♥ To maintain records on each child's development and to use these in assisting to plan for the child's continued progress
- ♥ To assist in planning an appropriate programme of activities designed to achieve the full potential of each child under his/her care
- ♥ To attend all staff meetings and to have input into these as requested to assist with the professional development of all staff
- ♥ To attend in service and other courses as appropriate
- ♥ To assist in overseeing the daily direction of any students under his/her supervision
- ♥ To assist in keeping any necessary records e.g. programme plan, developmental records, medication forms
- ♥ To report to the Director any materials or equipment required, maintenance needed or any other matters affecting the smooth running of the centre
- ♥ To attend Committee meetings as required
- ♥ To be responsible to the Director and Committee for the completion of allocated tasks and to work with the Director on all matters important to the centre to ensure the smooth running of the centre
- ♥ To ensure complete confidentiality of all matters relating to the children at the centre
- ♥ To contribute to the cleanliness, maintenance and tidiness of the centre

General

Other tasks related to the assistant role as requested by the Director or Committee.

Staff Development and Training Policy...

At Lilly Pilly Community Preschool we employ loyal, caring and capable staff who brings to the centre different qualities, qualifications and experiences to implement our parent and staff philosophies. Qualified staff are always present at the centre. Ongoing training and support for staff will be offered and will enhance our centre as a whole. Regardless of previous training, experience and education, staff are expected to continue to update their knowledge on early childhood education, nutrition and first aid.

Throughout the year, the CCSA and Cela, of which we are a member, regularly conducts ongoing training in early childhood workshops , for staff to develop and to extend their knowledge in this field. Regular conferences and seminars will be arranged and staff will be encouraged to attend. Staff need to respect the knowledge and skills of each other and to respect each other's feelings, views and opinions. Rather than criticise, staff members should listen to what the others are saying and try to ensure that they understand. It is important to compliment others for good initiatives and ideas and when things have gone well.

It is also very important to work as a team to plan and discuss the programme. When a staff problem arises, staff may disagree on how the problem should be handled and resolved but should discuss it openly. If they cannot resolve it themselves, they should then seek the advice of the director. All staff must ensure they have a First Aid Certificate and renew it when needed.

