



IRRAWANG PUBLIC SCHOOL

PRESCHOOL

Preschool Staffing Procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
4.1 4.2 7.1	Regulation 135 Regulation 136 Regulation 149 Regulation 151	Leading and Operating Department Preschool Guidelines Working with Children Check Policy Code of Conduct Policy Management of Conduct and Performance Teacher's Handbook Non-Teaching Staff in Schools handbook. Statement of duties – school learning support officer Statement of duties – Aboriginal education officer
Pre-reading and reference documents		
Early Childhood Australia's Code of Ethics ACECQA qualification checker ACECQA Information Sheet: Belonging, Being and Becoming for Educators		
Staff roles and responsibilities		
School principal	<p>The Principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The Principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times. all staff involved in the preschool are familiar with and implement this procedure. all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>The Preschool Supervisor supports the Principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure. reflecting on how this procedure is informed by relevant recognised authorities. planning and discussing ways to engage with families and communities, including how changes are communicated. developing strategies to induct all staff when procedures are updated to ensure practice is embedded. 	

<p>Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> ● all staff in the preschool and daily practices comply with this procedure ● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers ● being actively involved in the review of this procedure, as required, or at least annually ● ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Staffing allocation and qualifications</p>	<ul style="list-style-type: none"> ● Each preschool class is staffed at all times by an Early Childhood Teacher and School Learning Support Officer (EC Trained). ● All preschool educators (ongoing, temporary, casual and relieving): <ul style="list-style-type: none"> ○ have a current, verified WWCC for paid work ○ approval to work in a department school ○ an ACECQA approved qualification (at least a Certificate 3 in the case of SLSOs and AEOs), when possible. ○ teachers are also accredited with <i>NSW Education Standards Authority</i> (NESA). ● The regular educators are replaced by equally qualified educators during their breaks, release from face-to-face teaching, and absences, when possible. ● The preschool receives a 0.2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. This is the SAO, who works from the Front Office in the main school. ● In 2020-current, a Pedagogical Leader position was introduced to support the educator in planning, programing, assessment etc. This position is reviewed annually and allocated as per budgetary allowances.
<p>Continuity</p>	<ul style="list-style-type: none"> ● The preschool staffing roster ensures a continuity of educators. An Assistant Principal at Irrawang Public School creates the rosters for the whole school P-6. Staff with relevant qualifications are placed on the preschool roster. The school makes every attempt to cover preschool duties with qualified replacements. ● To demonstrate educator to child ratios are being met, the preschool maintains a record of which educators have been working directly with the children and when. Any relieving staff must sign in and out using the register in the foyer. Ratio's need to be maintained at all times.
<p>Induction</p>	<ul style="list-style-type: none"> ● All staff at Irrawang Public School are part of a Preschool Induction during the Staff Development Day (SDD) Term 1 of each new year. ● The Induction covers all aspects and expectations required of Staff when working within the Preschool. ● Any new staff to the preschool are given an induction prior to starting. The Assistant Principal or delegate will complete the induction. The induction sign-off sheet is kept in the front office.

<p>Educator performance and professional learning</p>	<ul style="list-style-type: none"> ● All educators are familiar with the <u>Early Childhood Australia's Code of Ethics</u>. This is delivered to all staff by the Preschool Educator at the Term 1 SDD Preschool Induction. It is accessible at the preschool for anyone wishing to revise. ● All educators comply with the department's <u>Code of Conduct</u> and complete annual training led by the principal. ● Educator performance is managed by the school principal through the annual <i>Performance and Development Plan (PDP)</i>. ● Each educator's Performance and Development Plan identifies professional learning goals and strategies to meet these. The Pedagogical Leader reviews the PDP of BOTH the educator and Preschool SLSO. ● Staff are provided with opportunities for professional learning to meet their PDP goals. All staff working within the Preschool also access whole school TPL opportunities. Additional support is accessed through the P-2 Initiatives Officer and Early Learning. ● Encouragement to attend Early Learning Network Meetings is strongly recommended.
<p>Volunteers and practicum students</p>	<ul style="list-style-type: none"> ● Volunteers may assist in the preschool once all of their relevant paperwork and checks have been completed and their screening check has returned as clear. ● Volunteers sign the Visitor's Book to record the date and hours they were in attendance at the preschool. ● Practicum students are welcome within the preschool when all of their relevant paperwork and checks have been completed and their screening check has returned as clear. ● Volunteers and Practicum students must always sign in and out each day they are in attendance. They must always follow all guidelines and localised procedures in place at the preschool and will be given a handbook informing them of all Preschool expectations. ● This staff record includes the full name, address and date of birth of each volunteer or practicum student who participates at the preschool.

Record of procedure's review

Date of review and who was involved

17/12/2020

Hylie McEvoy (Preschool Educator)

Stacy Mathieson (Nominated Supervisor/School Principal)

27/10/2022

Hylie McEvoy (Preschool Educator)

Michelle Lynch (Pedagogical Leader)

Key changes made and reason/s why

27/10/22 - Additions or deletions made in line with current practices and in response to feedback provided from staff and families. Please see link for changes-

https://docs.google.com/document/d/1_A93iJOILlcB0eTtihyer46xXnbEruHU5jytlfo0Lk4/edit?usp=sharing

Record of communication of significant changes to relevant stakeholders

27/10/22 - Changes/amended procedure emailed to Staff and posted on Closed Facebook Page to families.