

4.4 STAFF POLICY

INTRODUCTION

If the Montessori program is to provide the optimum opportunity for the children's development, the Montessori staff must receive the school's full support. Staff members who receive support and are happy with their jobs and conditions are more likely to convey positive feelings towards the children and work for their development and are more likely to remain in their position for longer periods of time.

PURPOSE

To have a school which will attract Association Montessori International (AMI) trained Montessori staff and encourage them to stay and to develop professionally.

The School Aims to Provide:

- Support and Care
- Respect
- Opportunities for professional growth
- Development of safe, pleasant and well-maintained surroundings

IMPLEMENTATION

Staff Communications

Because the staff work so closely with each other, it is important that communication channels are open and available.

Communication between staff can take place in several ways, but not limited to:

- daily through incidental conversations sharing ideas and incidents
- informal talks as time permits
- through a diary
- during staff meetings (every 2 weeks or as required)

Communication between staff and the parent committee can take place at:

- committee meetings
- informally between meetings
- at ad-hoc meetings between staff and the Committee President

Support, Care and Recognition of Effort

Appreciation for the hard work involved in running a Montessori classroom can be voiced at committee meetings, in school bulletins, by note and face to face. Providing opportunities to meet via social occasions such as lunches at the end of term or staff dinner events serve to provide recognition and support relaxation for staff. Recognition of birthdays with a card and small gift is also a caring gesture.

Staff Training and Professional Development

The school is committed to providing a quality service and recognises the need for all staff to have access to continuing education to keep up to date with Montessori and early childhood education. All staff are encouraged to attend Professional Development (PD) as it becomes available and within the financial constraints of the school's budget. Course costs will be paid for by the school out of the budget allocation for staff development. PD may take the form of, but is not limited to:

- attendance at Montessori local, state, national and international conferences and workshops
- attendance at specific seminars such as those arranged by MAF, Gowrie, ACECQA, Children's Services Central, or other approved bodies
- staff or visitors providing a workshop on a topic at staff meetings
- staff visiting other schools to gain ideas and fresh approaches

Safe, Pleasant and well-maintained Surroundings

School facilities should be as pleasant as possible, well maintained and safe (in accordance with the WHS Policy). Storage facilities, office desks, material preparation areas are essential.

Late Arrival of Staff or Staff Absence

Staff members are to notify the Nominated Supervisor as early as possible if he/she is unavoidably delayed or is unable to attend school.

The Nominated Supervisor is to contact relief staff to fill position for the time of absence.

If a late arrival becomes habitual, the Nominated Supervisor or Committee President is to meet with the staff member to discuss ways to alleviate this problem.

Requests for leave (other than illness) are to be submitted in writing on the appropriate form to the Administrator. If the leave is approved by the Executive Committee, then the staff member is to arrange for an approved person to work for them during their absence.

Procedures Regarding Staff

- Wages are to be paid fortnightly
- Sick leave is to be paid according to the Agreement. A medical certificate required after 2 consecutive sick days.
- Superannuation is to be paid according to latest legislative/award requirements
- Worker's Compensation and Public Liability Insurance to be in place
- Employment reviews are to be held every 12 months or as required
- First Aid Training is to be funded by the school
- Leave applications which are reasonable are to be granted

Related to NQS QA	4.1, 4.2
Related Policies	Professional Development Code of Ethics Ethical Conduct Grievance Procedure Performance Management Recruitment Policy Work, Health and Safety
Sources & Further Reading	

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
February 2022	Updated copy	2024