



Westwood Training and Consultancy

Staffing and Employment Policy

Statement of intent

We provide a staff team who are knowledgeable and passionate about their field. Staff are current practitioners, providing relevant and meaningful guidance and training on best practice in the field of Montessori Early Years Care and Education.

Commitment

- Staff hold a broad range of professional qualifications, in both Montessori and general Early Years Practice, and are experienced at guiding the training of adult learners.
- Staff are employed for their ability to recognise the starting points and learning styles of their students and are equipped to deliver a motivating training experience.
- Learner group sizes are kept small and the approach is intimate and flexible, including opportunities for 1:1 tutorials when required.
- Staff are committed to their own continued professional development, for the benefit of all students accessing the centre.
- Enrolment and Administrative staff ensure the effective running of the centre, providing student advice and information as required.

Staff qualifications, training, support and skills

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We ensure that staff have sufficient understanding and use of English to ensure the well being and care of the children in our setting in order that staff are competent to be able to record keep, liaise with other agencies, summon emergency help and to understand key instructions in terms of safety for administering medicines, food hygiene and food allergies or needs.



Westwood Training and Consultancy

- We provide staff induction training in the first week of employment to help them understand their roles and responsibilities. This induction process includes information about our Health and Safety, Safeguarding Children, Emergency Evacuation, and Equality Policies. Other policies and procedures will be introduced within the induction plan.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We use Ofsted and the DBS for guidance on obtaining references and criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children.
- All of our staff have fully enhanced Disclosure and Barring Service checks.
- All staff have regularly updated qualifications in Safeguarding, Health and Safety, First Aid, Channel Prevent and Positive Behaviour
- We provide regular in-service training to all staff - whether paid staff or volunteers - through in house or various external agencies.
- We support the work of our staff by holding regular supervision meetings and appraisals in order to identify any training needs and secure opportunities for individuals CPD.

Associated Policies

Equality, Inclusion and valuing diversity policy
Induction Policy
Health and Safety Policy
Complaints Policy
Appeals Policy
Safeguarding Policy
Privacy Policy
Staff Handbook

Review

The policy will be reviewed in September 2022

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements and/or in response to customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received.