

STAFF TRAINING AND DEVELOPMENT POLICY

Casa Vera Montessori School is committed to providing continuous training and development opportunities for its staff.

Our centre supports staff training and development as an opportunity for improving current work performance, providing enrichment, and preparing individuals to meet future organizational needs. Our staff are encouraged to keep up to date in the field by attend workshops, training, conferences and other professional development opportunities as well as on-job-training.

When considering individual training and development needs, the needs of the school, the team and the individual will be taken into account.

Training will be discussed during individual staff meetings and program of continuing professional development will be planned in advance supporting the staff and child needs at that time.

Purpose of Training and Development

- to enhance the quality of provided services
- to improve the individual's professional skills and qualifications
- to provide specific information with regards to the needs of any individuals who require extra support, medication or support of a specialist
- to update any relevant information about Child Care and Yearly Year Act, 2014

Types of training and development

- On-job-training - training and development that increases employee skills and abilities to meet the requirements of the current position
- Career development - training and development that build employee competencies to prepare them for future positions
- Educational development - courses through an educational institution

On-job-training and development

Orientation training will be given to all new members of staff in order to help them understand how our school operates and their specific role within it. Orientation training is an in depth one to one session with the Principal, who will give full details of all aspects of the school and the procedures as well as routines we follow in order to provide a safe and stimulating environment.

The Head Teacher of each classroom will be supported by the Principal and/or by teacher assistants.

Staff is required to undertake training in:

- Explanation of employee duties
- Peer or supervisor coaching on particular job-related skills
- Mentoring, with an internal mentor on job and career related skills and abilities
- "Acting" responsibilities when superiors are away
- Job rotation (selected positions)
- Job shadowing (selected positions)
- **School policies**
- Requirements for personal protective equipment
- Accident reporting procedures

Staff is required to be aware of the location of:

- First aid
- Fire extinguishers
- Telephones
- Emergency numbers
- Fire and emergency procedures details
- Storage areas
- Parking, lunch area and toilets
- Playground and playground gate keys
- Sandbox box cover handling
- Waste disposal procedures
- Waste bins and waste bin keys
- Water Flush Procedures
- Pain group
- Accident reporting procedures
- Fire Drill Training
- School Lockdown Training
- Opening and closing of the school

We will provide our staff with continuous training on updated school policies and educational practices.

Formal training and development

- Required and recognized college/university education
- Online training
- Video training
- Workshops, conferences and seminars

All Casa teachers to hold a relevant Montessori diplomas.

All toddler teachers to hold relevant ECE diplomas and are registered with College of ECE.

Staff is required to undertake training in:

- First Aid training
- Infant and Child CPR Training
- Health and Safety Awareness training
- Food Handler Certificate (selected positions)
- “How Does Learning Happen (HDLH)?” (selected positions)
- Child Care and Yearly Year Act, 2014 licensing standard test (selected positions)
- Human Rights Code Training (selected positions)

A person is not required to have the certification of First Aid training and Infant and Child CPR Training if the person is not be able to obtain the certification due to a disability.

All of the above named training is required to be updated through relevant refresher courses. Any training course may be repeated should the need arise and the setting request the staff member to do so.

We will support our staff in any training which will further enhance their own professional development. This will include support of staff members undertaking a relevant childcare qualification through a training provider, college or university.

Education at university/college

Staff wishing to continue with their education at university/college, which may affect their working hours/days, must propose this to the Principal by a written letter. The Principal will assess this in line with the needs of the school, taking into consideration that their attendance to university/college during work time can be covered.

Each request will be judged on its own merit and will be subject to the approval of the Principal.

Workshops, conferences and seminars

The Principal will identify, with input from employees, opportunities for individuals to attend conferences, meetings or training sessions that will result in the acquirement of the knowledge and skills required by the particular position.

The Principal approves employee attendance at conferences or training sessions.