

SUITABLE PEOPLE

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POLICY FOR THE RECRUITMENT OF STAFF

It is the intention of Mayville High School that we employ high quality staff within the Nursery. They will be either appropriately qualified or prepared to undertake training and must consider the well being of children to be of paramount concern.

1. All positions will be advertised in the local press and via the CHAT line.
2. Applicants will be interviewed by a minimum of two people including the Headteacher and the Nursery Manager or Senior Teacher Pre-prep and Nursery.
Applicants will be interviewed taking account of the school's Equal Opportunities Policy.
3. Two references will be taken up prior to appointment.
4. Copies of qualifications will be required.
5. Qualifications will be inspected in the case of newly qualified staff.
6. CRB disclosures will be sought on all staff.
When these are received they are seen by the Headteacher who will take action as required.
7. OFSTED will be informed of staff changes and a DC2 form will be completed.
8. The Nursery reserves the right to require evidence from the employee relating to any health concerns.

CONTRACTS OF EMPLOYMENT

Approximately one week before employment starts, staff will receive their induction booklet, a contract of employment + disciplinary procedures + grievance procedure details. All staff are employed initially on a one-year temporary contract.

THE INDUCTION OF STAFF

All staff will receive a copy of the School Prospectus and of the Staff Handbook detailing Nursery procedures and practices.

On arrival staff will meet with the Nursery Manager/Senior Teacher Pre-prep and Nursery when all safety procedures will be specifically outlined.

All staff will undergo a period of observation of Nursery procedures and will meet with the Nursery Manager/STPP&N at the end of the first week and after the first month to discuss progress and any concerns.

Until the CRB clearance is received no member of staff may be left on their own with any child.

(see Induction Check Sheet attached)

TRAINING OF STAFF

Mayville High School has gained the Investors in People mark and wishes to ensure that all staff are able to access training to enhance their development.

Details of appropriate courses will be displayed and staff given leave of absence to attend these when possible.

Records of training will be maintained in the staff file.

Staff are advised to maintain their own Professional Development Folder detailing courses attended, any particular responsibilities undertaken, involvement with any special events. This will be of use when applying for posts in the future.

Please ask for evidence of any courses, or other involvement – we will be happy to provide this.

Staff Meetings –

Evening Staff Meetings are held from 6.00 –8.00 pm. twice a term. These are with the Headteacher and will provide opportunities for discussion of issues, planning and INSET training as required. Other meetings will be organised by section leaders as and when deemed necessary and time is available.

DEPLOYMENT OF STAFF

Management

The overall responsibility of the Management of the Nursery lies with the Headteacher. She deals with all personnel matters but delegates day to day responsibility to:-

- Nursery Manager
- Senior Teacher Pre-prep and Nursery.

Financial Management including salaries

The Trustees but day to day management is devolved to -
Headteacher and Administrative Officer.

General Administrative matters will be dealt with by the Office including:

- Sending out prospectuses
- Correspondence with parents
- Contracts etc.
- Fees
- Ordering of Equipment
- Ordering of Stationery
- Paying bills

Mayville follows the following ratios:-

The Nest	(Children 1-2)	1:3
Cygnets	(Children 18 months -3)	1:3 /1:4
Swans/Transition	(Children 3-4)	1:8

Students are not to be counted in the staffing ratios.

In the event of staff shortage, classroom assistants from the Pre-prep or Junior Departments may be deployed to assist.

Cleaning

Whilst interim cleaning is to be carried out as necessary during the day by Nursery staff, cleaners are employed to undertake thorough cleaning at the end of each day.

Catering

A hot lunch will be provided by the staff in the main kitchen but will be served by members of the Nursery staff following the guidelines as set down. Morning, afternoon and afterschool food will be prepared by Nursery staff.

Nursery Staff may purchase a school lunch if required.

Staff Breaks

All staff are allowed one half hour break at lunch time. This may be eaten in the staff area in the Nursery or staff may use any of the school staff rooms if preferred.

Full-time staff on late duty (until 6.00 p.m.) will have a one hour lunch break.

Organisation -

To ensure continuity of care staff remain within one section of the Nursery for a period of time. Pupils within each section are arranged in groups and key workers are appointed to each group. The groups are generally decided on an age basis.

More staff are employed in the morning when the numbers are larger, in the afternoon there is more flexibility of deployment according to numbers.

PERFORMANCE MANAGEMENT

Performance management at Mayville is designed to be a systematic, constructive and fair process of professional review. It is designed to be a two-way process with the team leader listening to, as well as communicating with, the teacher.

The principal aims are:

- to enhance the quality of education and care for pupils
- to recognise the value of the teacher's work
- to assist the professional development of the teacher

The aims of the annual review are that it should:-

- recognise the achievement of the teacher and help him/her identify ways of enhancing professional skills and performance.
- help to plan in-service training
- identify the potential of a teacher for career development
- support a teacher experiencing difficulty.

Performance of staff will be monitored informally by senior members of staff on a daily basis. Any major concerns will be mentioned immediately but on occasions written observations may be recorded and form part of the monthly meetings outlined below.

Following the initial induction period, all staff and students will have regular one to one meetings with the Nursery Manager. These meetings will take place at least one a monthly basis and more frequently if either party feel it would be productive. Objectives will be set and training suggested if required to meet these objectives.

Formal performance management interviews, involving observation of lesson planning and delivery will take place annually.