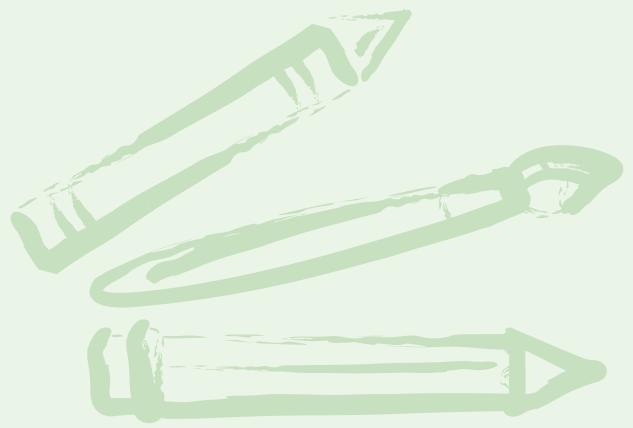


Staffing





Preschools in government schools operated by the Department of Education and Communities are an integral part of the schools in which they are located. However staffing and adult to child ratios are different to that of other classes in the school.

The *Education and Care Services National Regulations* state that the educator to child ratio in New South Wales for children between 3 and 6 years of age is one adult to 10 children. (regulation 271)

The staff to child ratio for preschool aged children is one to ten except when on an excursion. These ratios should be maintained at all times.

Departmental preschool classes provide for a maximum of twenty children each day. Each class is staffed by an early childhood trained teacher and a school learning support officer or an Aboriginal education officer.

Supervision arrangements for teachers and support staff in preschools are consistent with those in the rest of the school. However, under the *Education and Care Services National Regulations* the supervisors of the preschool are known as nominated supervisors. Each departmental preschool has one nominated supervisor which is the principal of the school. If the principal is absent the executive replacing the principal becomes the nominated supervisor.

In addition, each preschool receives weekly administration support (0.2) and each preschool teacher is entitled to release from face to face (0.084).

All Department staff must complete annual child protection training to ensure they understand their responsibilities under the child protection legislation.

For information on promotion, transfers and other staffing procedures see

<http://www.dec.nsw.gov.au/about-us/careers-centre/school-careers/teaching/your-teaching-career/approved-teachers/maximise-your-opportunities/promotion-and-transfer>

Element 4.1.1

Educator-to-child ratios and qualification requirements are maintained at all times.

Staffing of the preschool

*This relates to Quality Area 4 of the National Quality Standard:
Staffing arrangements*

Teacher

All permanent preschool teachers appointed to the school by the Department's Staffing Services are required to have an early childhood qualification. Once teachers are appointed to a school by the Staffing Services area, local decisions regarding the way classes are arranged are made by the principal in consultation with the executive at the school. For teachers working in a preschool, this can mean that the teacher can also work across P-2 or P-6 depending on their qualifications and the needs of the school.

The relevant employment legislation for teachers is the Teaching Service Act 1980 and the Teaching Service Regulation 2007. Information on the professional and legal responsibilities for teachers is also found in other legislation and departmental policies and procedures such as the Department's Code of Conduct.

The preschool teacher is responsible for planning and implementing a quality play-based program that is relevant to the children in their local context and guided by the Early Years Learning Framework.

Each teacher is responsible for their own professional development. In consultation with their supervisors teachers should ensure they access appropriate professional learning.

The preschool teacher translates school policies and programs into suitable learning experiences for the children in the preschool and is accountable to the school supervisor and principal.

The teacher and support staff operate as a team within the preschool with the teacher providing direction and guidance in the provision of the preschool program.

The *Education and Care Services National Regulations* (clause 151) requires a record to be kept of preschool teachers and staff on duty each day. It is recommended that an up to date staff timetable for the preschool be on view to inform parents and visitors of the staff on duty and any changes to staff for that day.

While the focus is on the preschool program, preschool teachers and support staff have an important role in the corporate life of the whole school and contribute to whole school plans and activities.

Preschool support staff

Support staff in the preschool consist of either a school learning support officer (preschool) or an Aboriginal education officer. These positions are responsible to the principal and function under the immediate supervision of the preschool teacher.

The collaboration between the teacher and support staff plays an important part in the day to day operation of the preschool.

School Learning Support Officer (SLSO)

This position was formerly known as the teacher's aide preschool.

A full time school learning support officer is employed for six hours and fifteen minutes per day. He or she works with the teacher to provide the educational program and a healthy, safe and welcoming environment.

The school learning support officer assists the preschool teacher to implement the preschool program. This may include interacting with children and supporting their positive behaviour, organising and setting up activities, cleaning equipment, and attending to the personal care and needs of young children.

Information on the conditions of employment of the school learning support officer is in the Non Teaching Staff in Schools handbook which is available through the Industrial Relations Directorate on telephone 9561 8780 or through the Industrial Relations Directorate website at:

<https://detwww.det.nsw.edu.au/lists/directoratesaz/ires/indrel/index.htm>

See Appendix 3.1 for the Statement of Duties.



Aboriginal Education Officer (AEO)

In some designated Aboriginal preschools, an Aboriginal education officer is employed as the second staff member. A full time Aboriginal education officer is also employed for six hours and 15 minutes per day. Information on the conditions of employment of the Aboriginal education officer is also available from the Industrial Relations Directorate.

School Administrative Officer (SAO)

Each school with a preschool has a staffing entitlement of a 0.2 FTE school administrative support officer position to assist with preschool administration tasks.

The allocation of 0.2 is indicated on the school enrolment and entitlement report.

This support can be used in a number of ways. The school administrative officer may undertake their role in the preschool or be situated in the school office with other administrative staff.

A school administrative officer, when appropriately trained may administer first aid or prescribed medications to the preschool children.

Release from face to face teacher (RFF)

As for all other teachers in the school, preschool teachers are entitled to release from face to face (RFF) teaching time. The entitlement is shown as a separate entry on each school's enrolment and entitlement report.

The RFF teacher may be responsible for delivering the daily program developed by the classroom teacher or be responsible for a specific part of the program developed in consultation with the teacher, for example music, outdoor play or physical activity.

Employment of casual and/or temporary teachers

Whenever teachers provide temporary relief in the preschool for a long term vacancy, for example long service leave or maternity leave, schools need to do their best to employ an early childhood trained teacher.

The responsibility for employing casual and temporary teachers to cover long term and short term teacher relief lies with the school principal. Schools either contact casual relief teachers directly or request assistance from the Department's Staffing Services area to identify a suitable casual teacher.

Any new member of staff must participate in an induction process. This would include an overview of the general operational requirements and important information about the preschool.

Staffing of breaks in the preschool

Adequate supervision must be maintained at all times including breaks.

A teacher must always be present as they have the full responsibility for the supervision of children.

If the preschool operates a full day program the school needs to ensure that the preschool teacher and support staff receive the breaks to which they are entitled.

Element 2.3.1

Children are adequately supervised at all times.

For the staffing of these breaks it is useful if the preschool is part of the duty roster for the whole school.



Staffing for excursions

In recognition of the age and development of preschool children, the adult to child ratio for preschool excursions differs to that of the rest of the school.

The *Education and Care Services National Law Act 2010* requires that adequate supervision is maintained at all times when the children are in care (section 165).

The Department's excursion policy and implementation procedures state that the minimum adult to child ratio for preschool excursions, is one adult to five children. If the excursion involves using public transport or crossing a major road, the ratio is one adult to four children.

If the excursion is to a beach, river, lake or other place where there is a significant water hazard, the minimum adult to child ratio is one adult to two children however if the purpose of the excursion is to learn water safety or to learn to swim, the ratio is one adult for every child.

Excursion permission notes are to include the number of adults who will be accompanying the children.

First aid qualifications

Regulation 136 of the *Education and Care Services National Regulations* states that at least

- one person who has an approved first aid qualification, and
- one person who has undertaken approved anaphylaxis training, and
- one person who has undertaken approved emergency asthma training

need to be on the premises at all times while children are present and immediately available in an emergency. It may be the same person who holds all these qualifications.

Under the regulation the person/s with these qualifications may be located in the school as long as they are immediately available in an emergency.

Each preschool needs to carefully consider how they will meet this requirement.

Anaphylaxis training

It is mandatory for all departmental staff, including temporary and casual staff to complete the following:

- Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training
- e-Emergency care

When a child with Anaphylaxis is enrolled in the preschool staff are also required to do the face-to-face training.

Please refer to *Anaphylaxis Procedures for Schools 2012* for more detail. <https://detwww.det.nsw.edu.au/newsbuzz/yr2012/nov/anaphylaxis.htm>

Both the face-to-face and online training are approved by the Australian Children's Education and Care Quality Authority (ACECQA) which means that they meet the requirements of the National Regulations and National Quality Standard.

Element 4.1.1

Educator-to-child ratios are maintained at all times.

This also relates to Element 2.1.4

Supervision of the preschool

*This relates to Quality Area 7 of the National Quality Standard:
Leadership and service management*

The Principal

In keeping with Leading and Managing the School (PD2004/0024) “the principal occupies the pivotal position in the school and is accountable for leadership and management consistent with State legislation and the policies and priorities of the NSW Government.”

The principal has overriding responsibility for the supervision of the preschool however he/she may delegate the supervision of the preschool education program to an executive staff member.

Supervisor of the preschool

Members of the school executive have responsibilities and duties determined by the principal, for the management of staff and the development, implementation and evaluation of school policies and programs.

To support and advise the preschool staff the supervisor of the preschool needs to understand how young children learn through play and the difference between preschool and school programs.

It is expected that the supervisor has a working knowledge of the Early Years Learning Framework which is the curriculum framework for all children’s services across Australia including departmental preschools.

The supervisor should also be aware of the National Quality Standards and relevant legislation that applies to the preschool, for example, the *Education and Care Services National Regulations*.

There are three supervisory roles that exist under the National Quality Framework.

Nominated Supervisor
Educational Leader
Responsible person in charge

Nominated Supervisor

The National Law requires all children’s services to have a Nominated Supervisor.

The Nominated Supervisor requires knowledge of the *Education and Care Services National Regulations* and is responsible for the overall supervision of the preschool, the program of activities, and any other specific matters relating to the preschool.

Under the regulations the Nominated Supervisor position is able to be designated as a ‘class of person’. **In Departmental preschools this designation is the principal.** When the principal is absent the person relieving becomes the Nominated Supervisor.

The Nominated Supervisor is not required to be in attendance at the preschool at all times.

Information on the Nominated Supervisor needs to be displayed in a prominent position in the preschool. (Regulation 173)

Standard 7.1

Effective leadership promotes a positive organisational culture and builds a professional learning community.

Educational Leader

Regulation 118 states that each preschool must have an Educational Leader to lead the development and implementation of the educational program.

The Educational Leader is a suitably qualified and experienced person who leads the development and implementation of the educational program.

The principal as leader of the school will be the Educational Leader.

The principal may choose another member of staff, for example the supervisor of the preschool, to support this role.

Details of the Educational Leader also need to be displayed in a prominent position in the preschool.

Responsible person in charge

This role is also assigned to the principal. Its purpose is to ensure that there is always a responsible person on the school premises who is in charge of the preschool.

When the principal is absent the preschool staff should be notified of the name of the person replacing the principal.

Appendix 3.1

General Conditions of Employment

1.1.3.2.4 School Learning Support Officer (Preschool)

A school learning support officer (preschool) is responsible to the principal or the supervisor for:

- providing assistance in school routines;
- classroom activities and in the care and management of students; and
- functions under the immediate supervision and direction of a teacher.

The school must not require a school learning support officer (pre-school) to accept responsibility for class management and control, playground supervision or teaching students.

A school learning support officer (pre-school) is required to carry out the following range of duties:

- setting up and cleaning the playroom and playground before and after each session including the assembling of teaching materials;
- daily cleaning of such things as painting easels, brushes, containers, plastic aprons, the wiping down of tables and chairs and the mopping of toilet/wash area after each session;
- regular cleaning of toys, repairing of books and similar equipment; washing of dolls' clothes, etc.; and
- preparing students' morning and afternoon tea snack including associated washing up.

1. Administration

- Operating audio-visual aids and other teaching equipment.
- Recording school broadcasts and telecasts and maintaining a catalogue of records, cassettes, video and audio tapes and other audio-visual software.
- Duplicating materials and photocopying.
- Assembling and distributing lesson materials.
- Issuing learning materials from resource rooms.
- Arranging furniture within classrooms other than in schools for specific purposes or high schools.
- Stocktaking.
- Managing lost property and clothing pools.
- Performing minor clerical duties such as those associated with assessment records.

2. Teacher and Student Support

- The implementation of learning programs, including physical education, sport and recreation activities and educational excursions.
- "Settling in" new students.
- Helping students with toilet, ablution and dressing needs.
- Carrying out programs for the behavioural management of students.
- Assembling and dismissing classes.
- Caring for sick students and, where in receipt of a first aid allowance, administering minor first aid.

3. Other Duties

Undertaking other related duties as determined by the principal or the supervisor.