

STAFF EMPLOYMENT POLICY

This policy is informed by:

- CMS Employment Policy (*reviewed 2008*)
- CMS Recruitment Policy (*reviewed May 2016*)
- CMS Staff Handbook Part A: Employee Handbook
- CMS Staff Handbook Part B: Health and Safety Handbook

Statement:

The Canberra Montessori School recognises the need to accept and affirm the value of each member of our community. All staff, in accepting a position at the Canberra Montessori school, agree to strive, through their teaching and other work and by personal example, to help students and members of the school community to accept and appreciate the values of the school.

Rationale:

Teaching staff at the Canberra Montessori School are required to acquire and maintain certified understanding of Montessori philosophy and pedagogy as well as hold qualifications for registration through the Teacher Quality Institute. All staff at our school are required to develop and maintain an adequate understanding of the Montessori method.

Implementation:

It is expected that those employed in this school:

- Accept the underlying pedagogy and philosophy of Montessori education as underpinning all aspects of the school.
- Be committed to regular ongoing personal and professional development.
- Be supportive of all policies and procedures relating to employment incorporated into the CMS Staff Handbook Part A and Part B.
- Be supportive of all Canberra Montessori School policies.
- Be committed to the needs of individual students.

Factors Involved in Employment of Staff:

- Montessori knowledge, training, qualifications and experience
- Referees' comments
- Ability to work in a team
- Flexibility
- Commitment to respect for the child in society
- Commitment to ongoing professional and personal development
- Additional curricula interests
- Community involvement and interests

Employment Process:

The Principal shall ensure that appropriate procedures are adopted for the employment of teaching and non-teaching staff.

Qualifications required to teach in the Canberra Montessori School

Since it is vital for the effectiveness of the Canberra Montessori School that all members understand its purpose, teachers need to hold Montessori qualifications to teach in the school. The Canberra Montessori School wishes to promote every opportunity of encouraging, facilitating and assisting school communities in the development of their staff. If teachers enter the school without Montessori qualifications, they will be urged to become trained within a period of one year from the commencement of employment and information of courses available is readily available. The joint responsibility of both the Principal and the teacher with regard to teaching in the Canberra Montessori School should be clearly stated in writing when a teacher enters the school.

Approved by:	Date:	Next Review Date:
Principal	07/08/2020	07/08/2022