

## CASUAL STAFF INTRODUCTION

To ensure you are offered as much work as you are available for, please ensure that you respond to ELP's text message on Thursdays asking about your availability for the following week. Even if you are not available for any work please reply. The more communication you have with us about your availability, the more work we will be able to offer you.

On the days you are available for work; please ensure you have your phone close by so when we call you for work you don't miss out. If we have any shifts available in the mornings we will typically call you between 7am and 10am. For work for the following day, we will usually call you between 2pm and 8pm so again, keep your phone handy.

Casual work is a fantastic way to gain experience in different environments and learn from knowledgeable and experienced staff. Some of the best ways to get as much work as possible and have centres ask you to return for further shifts are to:

**+ Introduce yourself to all staff in the centre and particularly to all staff within your room. Smile, be confident, be warm, be friendly and tell them a little quick sentence about you and your experience.**

**+ Ask your Room Leader for a quick run through of the daily program in the room and "what is the best way for you to help them today?"**

**+ Show initiative and be of as much assistance as possible to the staff in the centre. If you can offer to help in anyway, do so. If you can see a child or staff member needs help with something offer your assistance to them instead of waiting to be told to.**

Just supervising their play is not enough. You must be engaged with children whilst working with them. For example, if there are a few children playing in the block corner, instead of standing near them and watching them interact with each other; you need to also engage in their play by getting involved in what they are doing with the blocks.

Always be prepared with a group time activity you are comfortable in doing with the children, in the event the staff need you to. For example, if you have a book or resource you can take with you to the centre; suggest to the room leader that if it is ok with them, you might like to do a certain activity with the children.

ELP understand that as a casual you do not want to step on anyone's toes, or take charge when it is not required, but you do need to be of help to the staff. Show initiative by suggesting to a staff member something you might like to do but check in with them at the same time e.g. I might take a small group over in the corner there for group time, does that work for you? Ask the staff if how you are working is OK and if there is anything you can do better.

If someone asks you to do something, smile and say no problem. If a staff member corrects you on the way you do something, smile and say sorry I'll make sure I do that next time.

The directors we work with are all very fond of feedback and we are too. Early Learning Placements will always pass onto you to help develop your skills.

- + COMMUNICATE**
- + BE PROACTIVE**
- + ENGAGE WITH THE CHILDREN**