

Early Years Matters: Advertisement, Selection Recruitment and Induction Process

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Abstract: *The reality of educational development of individuals or nations is getting it right at the foundational levels, knowing fully well that a poor foundation structure will forever become an ache to both the building and the owners. One of the major concerns to stakeholders in education these today is the issue of teacher training and the products that are produced through the process .It is worthy to note that, recruitment of caregivers in Nigeria is shrouded with a lot of challenges ever than before as many unqualified pre chool teachers are recruited on yearly basis without recourse to qualification and interest. It is therefore against this background that, this paper x-rays what recruitment entails in preschool , the major responsibilities of caregivers , the supposed roles of Government and Agencies like SUBEB ,LGEA etc in charge of caregivers. Suggestions on the way forward are equally captured in the article .*

Keywords: Caregiver, Agencies, Pre school, Recruitment, SUBEB

Introduction

Teaching at whatever level is not a job for the lazy, because it requires a lot of professionalism and expertise which must be learnt . At Early years , teaching is more technical because of the category of learners to be taught .Children at this level are vulnerable and must be handled with more care and stimulation, as against teaching using the conventional pedagogy (Fowowe 2020). At this juncture, it is therefore instructive and imperative to look at the concept of teaching generally before narrowing it down to what is obtainable in Early years setting .. Many definitions of teaching exist in literature, some old , while some new , simple and complex, but every definition available probably best relates teaching to learning. Clark and Starr as at (1986), suggest that teaching is an attempt to assist students in acquiring or changing some skill, knowledge, idea, attitude or appreciation. Equally , Brunner (1966), defines teaching as an effort to assist or shape growth. Kenneth Moore (1992), defines teaching as the actions of someone who is trying to assist others to reach their fullest potential in all aspect of development.

Obanya (2014), describes it as formal interactions with learners in a variety of pedagogical spaces (classrooms, laboratories, workshops, playgrounds in the course of field work and during independent/self-directed study and assignment which involve teacher’s design and guidance of student learning activities. Osokoya (1996), Teaching is described as a systematic series of activities used by teachers to attempt to interpret their particular tasks in connection to changing their students' levels of knowledge.

Fowowe (2017), sees teaching as a scientific activity that ultimately aims at activating the intellect, attitude and psychomotory nature of learners so as to make them solve the practical problems of life. No doubt, teaching is the action of a pedagogically trained person, who makes learning possible. Facilitating learning is the purpose of teaching and learning to teach, involves a range of practical skills and a subtle appreciation of when and how to apply them.

Description of Skills

Everyday usage of the word “skill” implies some expertise in an activity developed as a result of training and/or experience which enables the learner to perform particular tasks. Some scholars have tried to put forward what they feel should be the correct definition of skill. Evans (1978), describes a skill as “any ability, generally assured to have been learned, to perform a complex task involving psychomotor, co-ordination with ease, speed and accuracy”. Equally, Walford (1981), refers to skills as consisting in choosing and carrying out strategies which are efficient. Howarth (1981), sees it as a set of strategies adaptations to the mechanical limitation of the brain and of the body, which enable human purpose to be achieved. Interestingly, Tomlison and Smith (1985), refer to teaching skills as purpose activities which enable teachers to achieve their goals for them, such skills are executed with ease, speed and smoothness.

Wragg (1984), regards teaching strategies as tactics employed by teachers to help students acquire something valuable and accepted by people qualified to judge as abilities. He went on to say that the abilities ought to be repeatable. According to Obanya (2014), talents are a crucial component of a teacher's job description for the twenty-first century.

Features of Teaching Skills

Caiderhead (1986), described teaching skills in terms of the following features:

- They are intended to achieve a particular goal;
- They take account of the particular context;
- They require precision and fine-tuning;
- They are performed smoothly; and
- They are acquired through training and practice.

Schulman (1987), in his own contribution, identified the following features of teaching skills:-Teacher's know.

Teaching is a highly interactive process: As the name implies, classroom at all times, should be interactive. Teachers at this level should strive to minimize their talk and maximize learner participation at all times.

Teaching is a highly participatory process: Even though, the teacher is the "commander-in-chief" of the class, he/she does not act alone; the learners are the kingpins and should be treated as such by involving them in everything that goes on, at every stage.

Teaching is governed by a set of purposeful activities: The major concern here encompasses physical activities (speaking, writing, reading, calculating, observing, arranging, discussing, explaining, measuring, listening actively, reacting, etc).

The learner is at the centre of every teaching activity: Any method chosen by the teacher is greatly determined by the peculiar conditions and characteristics of learners, because teaching is only successful, when learning has taken place and positive imprint is established.

Teaching always aims at Mastery: Not until the learners begin to display the mastery of what they have been taught, teaching has not been done successfully. Whenever mastery learning has taken place, teachers that facilitate such mastery have respected and used all the pedagogical principles itemized above.

Teaching involves creative, reflexive, and flexible strategies – The modern-day teaching de-emphasize "one-size fits all" teaching technique. Effective and excellent teacher try to be reflexive (trying at all times to re-examine their strategies) and allows the situation at hand dictate their methods; they modify methods as situations change; and try to invent new approaches to meet unforeseen challenges.

The teacher does matter – What and who the teacher is, as well as what the teacher does and how this is done, would determine the extent to which teaching becomes effective.

What Constitutes Education of our Children

What an individual child becomes in life starts from his early years. The totality of what he turns to be too, is a function of what he sees, hears, reads, and how ultimately, the significant adults (Caregivers and parents) handle what concerns him. If significant adults in the lives of children are very important, then the question Aristotle asked several centuries ago must be satisfactorily answered. How and What should constitute the proper way educate Children?

It therefore becomes imperative to reiterate clearly that, children irrespective of their colour, creed and nationality, commonly show promise of many accomplishments at tender age and as such, any exposure, training and stimulation of any kind, given to them at this vulnerable age, must be individually, culturally and developmentally appropriate. But if by whatever reason, this adequate care and education are lacking, children should not be blamed for lack of natural gifts but the lack of requisite skills to handle their developmental milestones and their inability to cover up the perceived gap identified as the grow.

The Bible in Psalm 127 verse 3 clearly says "Behold, children are a heritage from the lord, the fruit of the womb is a reward. Like arrows in the hand of a warrior so are the children of one's youth; Happy is the man who has his quiver full of them. They shall not be put to shame but shall speak with their enemies in the gate".

This is a testimony to the premium placed on children in many cultures and communities. The premium placed on having children however is incongruous with the efforts made to ensure their survival. Families seem very excited, in fact, overjoyed with the birth of a child and even schools feel elated too when a child comes for enrollment. At least, schools are sure of additional pay which

guarantees payment of staff salaries at the end of that month. But both gatekeepers seem not to do enough to keep the child alive and stimulated to quality care and learning as result of ignorance in SELECTION, RECRUITMENT AND INDUCTION OF PERSONNEL that will work with those children. It is against this background that, this paper addresses the advertisement, selection, recruitment and induction exercises needed to be done before Caregivers and other significant adults can be allowed to take up any class of young children aged 1-6 years.

Recruitment and Induction Process in Early Years

What is Recruitment?

In human resource management, “recruitment” is the process of finding and hiring the best and most qualified candidate for a job opening, in a timely and cost-effective manner. It can also be defined as the “process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization”. Effective recruiting means that the person employed for the job is the best possible candidate for it, with all the required skills, talents and qualifications of the job. Getting the right people in early years is essential for the growth and development of children as well as the setting so getting it right can be very difficult so it is good practice to plan way ahead and start interviewing early with clear objectives and transparency.

The early year foundation stage statutory framework states that only suitable and qualified people should work with children and should be checked that they have not been convicted of any crime against children in the past. What this means is that early year settings have to have policies in place about how they recruit their staffs so this policy will be a guide for both current and impending staffs to look at. The policy should be transparent and all steps be written in simple language so that everyone can understand them and easy to follow. Recruitment process should be planned in a detailed manner and that is why we have to start early so that there is enough time to vet all candidates.

Recruitment of persons into the teaching job especially from other fields of study outside Early childhood education makes learners at this level to be in danger. Interference by the politicians during recruitment exercise needs to stop. Teachers and caregivers ultimately should pursue their career in such a way that will place them on right progression. Study Early childhood Education to be able to teach at Preschool, study Primary Education to be able to teach at the Primary school and study the subject offered in the secondary at the University to be able to teach at secondary school.

Recruitment Laws in Early Years

Since we have the smallest children and some of them can't talk for themselves, we have to be their voice. There are different laws governing recruitments in early years. The Equal Opportunity Act, Disclosure, and Service Disqualification are only a few of these statutes.

The Race Relations Act of 1976 and the Disability Discrimination Act of 1995 were combined into the Equality Act of 2010, which ensures that everyone is treated fairly and equally during hiring procedures and that no one is subjected to discrimination on the basis of age, gender, religion, disability, or race. This means that employers must treat all job applicants fairly and refrain from bias or discrimination in their selection procedures. Since this act was introduced in 2010, employers have become more cautious because they fear being sued by applicants who believe they have been subjected to discrimination for jobs for which they are qualified. This has been very beneficial for people as it has allowed them to be considered for positions for which they may not have previously been considered.

The criminal record checks disclosure and barring service (DBS)2012 was created to prevent unsuitable people from working with vulnerable groups, especially children. After doing checks, they offer a certificate to ensure that employers are hiring the correct people. In the United Arab Emirates, the police also issue certificates of good conduct and police clearance after conducting background checks on anyone who apply for them. Prior to hiring a candidate, businesses typically want our cent police reports, but they only expire after three months and are only renewed when employers request them.

The Recruitment Process Broken Down

A. Conduct of a job Analysis

- Build a job description
- Review the job description
- Set minimum qualifications for the employee who will do the job
- Define a salary range

B. Sourcing of Talent

- Net working
- Posting the jobs
- Print and media advertising
- Developing and proper techniques
- Using the reputation of the company

C. Screening of Applicants

- Preliminary screening
- Initial interview
- Conduct of various test of recruitment
- Final interview
- Selection of candidate

D. Finalization of the job Offer

- Making the offer
- Acceptance of the offer by the applicant

E. Introduction and Induction of the New Employee

- Stages of Induction
- Pre-arrival of staff
- Setting's induction
- Department or year group induction
- Job Induction

When it comes to hiring and choosing employees, it is occasionally important to consult a qualified expert. Recruitment agencies exist to make it as simple as possible for businesses to locate specialists in a given industry as they assist them find the best candidates quickly and efficiently. They will go through their pool of candidate resumes and present you with the top ones in accordance with your preferences and needs. Sometimes they conduct interviews on your behalf so you don't have to start the hiring process from scratch, and they then bring you the candidate they believe best fits your requirements for a second interview.

Emergencies: When companies lose staff members during peak times it is usually difficult to find a new reliable candidate easily as everyone is working so you might seek the help of a recruitment agencies as they usually have a bank of Cvs and this may make the process shorter than expected.

Opening a new branch: Settings opening a new branch of their setting in a different state or area from their home office might not be familiar with the new place requirements on hiring staffs and they need a lot of staffs to run the nursery so they may call a recruitment agency and give them all their requirement and ask them to send them candidates that meet these requirement and saves time.

Failed self attempts: Sometimes settings seek the help of these agencies because they are tired of failing and getting the wrong candidates. They might have thought the person was right at first but when the person starts working then they see that the candidate isn't right and they have to get it right so they may seek professional help.

Specialist: There are some websites that are responsible for providing qualified and quality special education needs teacher, nurses, PE teachers, and language or sign teacher and if settings need a specialist in that field then they will have to seek professional helping getting this person from the mass they may not even know the requirements.

Expansion: When companies are expanding and need large numbers of qualifies staffs, they might call a recruitment agency to help them find all these people at once and it is easier than going through millions of resumes to find the best one as the agency will do that on your behalf.

Policies in Early Years

The basis of good practice is supported by policies and procedures. They aid in directing everyone involved in the service's actions and assist child care professionals in making decisions that will result in the best outcomes for all parties concerned, including the service's clients—children, families, and themselves. This merely means that laws guide us in deciding what constitutes optimal practices for young children at all times. All employees must be involved in the creation of the policies, their availability and

accessibility, and their continuous updating through trainings, seminars, and the most recent developments. Before entering the classroom to care for the children, employers should make sure that all staff members are aware of their recruitment and induction procedures and should familiarize themselves with them.

An operational road map is provided by policies and procedures. They streamline internal procedures, make sure rules and regulations are followed, and provide advice for making decisions. However, if your staff don't follow the rules and procedures, it won't benefit your company, thus they must be made aware of it from the beginning so they can adhere to it.

Induction is Important for Practitioners, Individuals and Organizations

To uphold the setting's vision and mission statement, practitioners need to have a structured and continuous induction policy for both new and experienced staff members. The main goal of induction for new employees is to familiarize them with our policies and procedures and provide them with all the support they need to adjust and perform admirably. The mission statement will be continued, the current policies will be reviewed, and workers will be trained on any new information or alterations to the environment during the induction of veteran employees. Giving inductions is crucial since it saves time, energy, and money.

Practitioners will benefit from orientation if they are aware with the company's purpose and vision statements, as well as their job descriptions and objectives. Parents will trust new staff members more if they receive a great induction since they will be certain that they were chosen using the strictest standards and that their quality won't decrease. Induction will also help to reassure parents that the new employee is aware of the high standards that they have been supplying to them from the start. This will help the transition to be easy and let the parents meet the new teacher so they can collaborate for the children's learning and development.

There is a great link between induction, qualifications and progression as it is a continuous cycle and this means that it goes round and round because during induction we know that some staffs have great strengths in a particular area but are not qualified yet so we encourage them to take more courses and develop themselves so that they can get to the other position that we feel they have great strengths in. This means that we should have opportunities in place for professional development of our staffs and supports them in their quest for knowledge by giving trainings and also encouraging them to go out and get outside courses for their development. We provide them with resources, time for study and then we promote them when they have acquired this new qualification as this will serve as motivation to the staff and others as well and may also encourage them to follow suit. Staffs need to be valued and supported because this will improve their performance.

It is a good practice for setting to be able to identify a need among their staff members and help to support the need as this will also boost confidence and productivity of staffs when they that management have interest in their professional development. Team building is an essential part of early years as we all have to work together at all time to help in the learning and development of the children. Managers need to value their staff members and equipped them with knowledge and information about the setting's mission and vision statement as well as all areas of the setting.

In order to save time and focus on other aspects of the induction process, such as safe guarding and fire escape plans among others when designing or developing the curriculum, managers must invest time in training those members of their staff who they know can instruct others in a particular subject. When induction is done correctly, new employees feel supported and welcomed as members of a team and will be productive. Induction can be transferred to the academic coordinator, and the manager will know that the topic is covered. Let's make sure we have a good induction process in place to help new employees feel guided and properly welcomed to the company without feeling overwhelmed. Additionally, it's crucial that we buddy them up with former coworkers to assist them get used to their new surroundings.

Conclusion

Without a doubt, the article has shown that training and recruiting carers are serious business if we want a strong foundation. The study has also shown the best practices for hiring early childhood educators if we want to lay a solid foundation for our future leaders. The needs of the various pre schools are negated by the hiring of preschool teachers in the various ECD centers. It is essential that caregivers be accredited and licensed by TRCN, and this should be different from what is required of teachers. In order to ensure that the proper pre school teachers are hired, the National Union of Teachers (NUT), the teacher administrative organ in Nigeria, needs to step up her efforts.

Recommendations

- Scholarship should be given to the willing pre service teachers who want to study Early childhood education
- Government and other Agencies in charge of recruitment exercise of teachers at this level should be sensitive to the kind of teachers meant for this level .If we get it wrong at this level , definitely ,the future will be bleak
- SUBEB and LGEA should ensure the right people are recruited to fill this level of schooling

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