



# Educator Responsibilities Service Operations Educators

NB There are other responsibilities. This is not intended to cover all Educator responsibilities.

NQS Element 1.1.1 Approved learning framework

NQS Element 1.1.2 Child-centred

NQS Element 1.1.3 Program learning opportunities

NQS Element 1.2.1 Intentional teaching

NQS Element 1.2.2 Responsive teaching and scaffolding

NQS Element 1.2.3 Child directed learning

NQS Element 1.3.1 Assessment and planning cycle

NQS Element 1.3.3 Information for families

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = Embedded I do that ALL the time

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

ED1 ED2 ED3 ED4 ED5

## Curriculum

	ED1	ED2	ED3	ED4	ED5
Do you participate in children's play?					
Do you follow children's lead in their play and take on imaginary roles/ characters?					
Do you promote learning by asking lots of questions around children's imaginary activities?					
Do you talk with children every day about what they learnt, liked and didn't like and adjust the program as a result?					
Do you encourage children to make decisions about activities and resources so the curriculum is led by children rather than educators?					
Do you show children how to use resources and equipment in different ways?					
Do you arrange activities, routines and furniture to include all children regardless of age, sex, ability etc?					
Do you focus on lots of loose parts resources rather than commercial toys or stencils?					
Do you scaffold and extend learning by implementing activities and experiences other than art and craft?					
Do you plan activities with children around their interests/outside activities?					
Do you encourage children to lead/ contribute to any activity based on their interests?					
Do you plan activities for small and large groups?					
Do you manage and assist daily room/group helpers?					
Do you pack up/clean up with children?					
Do you use routines to extend children's learning?					

## Interactions

Do you encourage all children to participate in an activity regardless of their age, sex, ability etc?					
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Do you help children to join or participate in activities/play with other children?					
Do you respond appropriately to children’s cues eg giving hugs, being available, talking with them, participating in play or discretely supervising their time alone or with friends?					
Do you have daily conversations with families about what their child knows, can do and understands?					
Do you encourage families to look at the displays of children’s learning documentation?					
Do you work as part of a team eg share information and knowledge, respect others’ strengths and professionalism?					
<b>Documentation</b>					
Do you complete portfolio documentation with children (eg writing what children say or underwriting)?					
Do you write the program with children?					
Do you document children’s learning in lots of different ways eg photos, videos, strength trees, planning sheets, reflections, learning stories, art, craft?					
Does your learning documentation show what children know, can do and understand and how you extended their learning?					
Does your learning documentation show children’s progress against the Learning Outcomes?					
<b>Policies and Procedures</b>					
Do you know and follow all policies/procedures and regulations?					
Do you refer to policies/procedures and regulations if unsure and ask for help if necessary?					
Do you always clean up spills and remove an identified risk immediately?					
Do you make sure your room/area is always clean, tidy and visually appealing?					
Do you always complete cleaning schedules which you are allocated?					

Actions required