

## **Organisation of Educators Educators**

Do you talk to families about the organisation of educators and pass on their views to the Nominated Supervisor eg Danni's mum says Miss Tehanna

Do you communicate educator changes in your room/group to families before they occur or as soon as possible eg at morning drop offs?

Do you share your concerns about any extra staffing needs required to support children with additional requirements with your Room/Group

seems to love organising team sports with the children?

Leader or Nominated Supervisor?

**NQS Element 4.1.1 Organisation of Educators** 

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
Practice					
Do you ensure ratios are always maintained eg when you or other staff take	9				
breaks for meals, programming, administration, interviews?					
Do you always follow a playground supervision plan if there is one?					
Do you actively support/coach/mentor new or relief staff so they quickly					
become valued and effective team members?					
Communication and Reflection					,
Do you reflect on the way educators are organised and suggest changes					
which may enhance communication with families, supervision or learning,					
for example during start or end of session, room/group set ups or pack ups	?				
Do you make sure your interests and strengths are known and used eg love	!				
working with Kindergarten/Year 1, love gardening or cooking so involved in					
these activities?					1

1	Actions required

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