

# Organisation of Educators Educators

## 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 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?					
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 seems to love organising team sports with the children?					
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 Leader or Nominated Supervisor?					

**Actions required**