

# Professional Collaboration Nominated Supervisor

## NQS Element 4.2.1 Professional collaboration

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### Practices

|   |                           |                          |                          |
|---|---------------------------|--------------------------|--------------------------|
| Do you hold regular meetings with all staff to discuss and reflect on teaching practices, learning outcomes, staffing arrangements and service operations?                | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you encourage and support regular team meetings where staff can learn from each other, share their ideas, knowledge and new information and develop the team's skills? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is there a consistent and effective process for documenting meetings eg with staff or between room/group leaders and educational leaders?                                 | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is there a consistent and effective process for documenting reflections on practice and exploring new ways to achieve improved outcomes for children and families?        | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you pass on information about children and families that will help educators do their job (respecting families' privacy where relevant)?                               | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you develop professional relationships with community organisations that can help promote learning outcomes and assist families and children?                          | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are you always professional and respectful when sharing information eg never engage in derogatory remarks about practice with any employee?                               | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you create positive working relationships within the service and an atmosphere of openness to ensure educators and families feel welcome?                              | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are you willing to try new ways of doing things to achieve improved outcomes?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |

### Staffing

|  |                           |                          |                          |
|--|---------------------------|--------------------------|--------------------------|
| Do you make sure all employees fulfil the requirements of their job so team members are not unfairly burdened ie do you effectively manage underperformance? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you make sure new employees or those needing extra support receive the coaching/mentoring they need to be an effective and happy team member?             | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you know the particular strengths of each employee and allocate them to roles where they can use those strengths?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you make sure employees share information with relief staff so they feel a sense of belonging and can make worthwhile contributions?                      | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |

### Actions required