



Professional Collaboration and Practices Educators

NQS Element 1.3.1 Assessment and planning cycle

NQS Element 4.2.1 Professional collaboration

NQS Element 4.2.2 Professional standards

NQS Element 7.1.2 Management systems

| | |
|-----------------|--|
| 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

Communication

| | | | | | |
|--|--|--|--|--|--|
| Do you communicate clearly, openly and honestly? | | | | | |
| Do you always interact with others in a polite and positive way? | | | | | |
| Do your responses show others that you respect their views, beliefs and suggestions? | | | | | |
| Do you react positively when receiving praise or suggestions for improvement? | | | | | |

Practices

| | | | | | |
|--|--|--|--|--|--|
| Do you plan curriculum, goals and activities and solve problems together with other educators and staff? | | | | | |
| Do you actively value and use the skills/interests of other educators when planning the Curriculum? | | | | | |
| Do you often share your knowledge, experiences and strengths with other educators and staff? | | | | | |
| Are you willing to mentor or support new, casual or less experienced educators? | | | | | |
| Do you look at the needs of team members, and step in and help if there is an immediate need? | | | | | |
| Are you willing to ask for help if needed? | | | | | |
| Do you actively contribute to your training plan to ensure areas you wish to strengthen are covered? | | | | | |
| Do you regularly complete professional development/training to improve practice, regardless of your current knowledge and skills? | | | | | |
| Do you always work to achieve the three exceeding themes of the NQS: embedded practice, critical reflection and engagement with families and community? | | | | | |
| Are you always willing to try new ways of doing things to continually improve practice? | | | | | |
| Do you regularly contribute to the service QIP? | | | | | |
| Do you regularly reflect critically about children's learning, your practice and service operations, both individually and as a team, and help to implement resulting changes? | | | | | |
| Do you reflect on your own beliefs and values to ensure they're not hindering effective teamwork? | | | | | |



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|--|--|--|--|--|--|
| Do you respect the confidentiality of information shared by other educators? | | | | | |
| Do you participate in all relevant team or service activities? | | | | | |
| Room?Group Leaders | | | | | |
| Do you regularly reflect on your achievements and challenges and discuss these with the Nominated Supervisor? | | | | | |
| Do you regularly reflect on the achievements and (training) needs of your educators and discuss this with the Nominated Supervisor? | | | | | |
| Do you help the Nominated Supervisor manage the performance of educators who do not meet required standards or expectations? | | | | | |
| Do you identify educators weaknesses and then implement strategies to manage these eg pairing an educator who's not confident speaking to families with someone who can support and mentor them? | | | | | |
| Do you coach educators where required eg show them how to do things, support and supervise as they try? | | | | | |
| Do you listen to ideas and suggestions from your educators and implement them where appropriate? | | | | | |
| Do you assist inexperienced educators? | | | | | |
| Do you acknowledge the efforts of all team members? | | | | | |
| Do you always role model positive and respectful interactions? | | | | | |
| Do you regularly remind educators of the service philosophy and drive for continuous improvement? | | | | | |

Actions required