

Roles and Responsibilities Educators

NQS Element 7.1.3 Roles and Responsibilities

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

Regulatory Framework

Do you understand how your practice meets your Service philosophy? (If it doesn't you should discuss with the Nominated Supervisor or raise at a staff meeting.)					
Do you regularly refer to the National Law and Regulations if you have a question about what you should or shouldn't be doing?					
Do you regularly refer to the NQS for guidance on how your practices measure up ie working towards, meeting or exceeding?					
Do you implement a curriculum that encourages children to achieve or work towards the MTOP Learning Outcomes?					

Professional Interactions

Do you always comply with your Service Code of Conduct eg behave in a respectful, professional way?					
Do you always share your knowledge and practice with other team members?					
Do you welcome and support new staff members?					
Do you discuss with families staff changes and their role within the Service?					
Do you always support the Educational Leader and willingly implement their ideas?					
Do you always support other leaders eg Nominated Supervisor/Group Leader through your actions and comments?					

Practice

Are you clear about your duties and responsibilities?					
Do you know who to go to for help or guidance?					
Do you understand it's part of your job to keep the Service clean and hygienic and willingly participate in cleaning activities?					
Do you regularly engage with your families eg encourage them to provide feedback, contribute to curriculum, participate in or lead activities, share their knowledge or culture?					
Do you discuss with families how you implement and embed your Service philosophy during your day?					
Do you regularly connect children with their community eg through excursions and activities that reflect your Service's unique location and context?					
Do your practices always keep children safe eg do you always minimise/remove hazards, report child protection concerns?					

Actions required

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