

Roles and Responsibilities Nominated Supervisor

NQS Element 7.1.3 Roles and Responsibilities

Name of the person conducting the checklist: I	on conducting the checklist: Date:		
Regulatory framework			
Do you make sure employees' practice meets your Service philosophy, and review the philosophy where needed?	O Yes	ONo	ONA
		ON-	O N I A
Do you support employees' understanding of the National Law and Regulations eg show them how to read and understand the Regs?	O Yes	ONo	ONA
Do you regularly refer to the NQS for guidance on how Service operations measure up ie	O Yes	O No	ONA
working towards, meeting or exceeding?			
Do you regularly update your QIP and write in a way that shows your Service's unique strengths and practices?	O Yes	ONo	ONA
Professional interactions			
Do you always comply with your Service Code of Conduct eg behave in a respectful, professional way?	O Yes	ONo	ONA
Do you make sure staff always comply with your Service Code of Conduct eg respect	OYes	ONo	ONA
other cultures, refrain from gossip and undermining?			
Do you share knowledge about family/community/Service activities with team members	O Yes	O No	ONA
(while preserving privacy where relevant)?			
Do you give the Educational Leader and staff responsible for planning curriculum time	O Yes	ONo	ONA
off the floor to complete their responsibilities?			
Do you discuss with families staff changes and their role within the Service?	O Yes	O No	Ona
Practice			
Do you have a comprehensive, documented induction process that you implement for all	O Yes	O No	ONA
employees, relief staff and volunteers?			
Do you have a feedback process to understand whether families and staff are satisfied	O Yes	O No	ONA
with the induction process?			
Do all employees have a clear job description?	O Yes	O No	ONA
Do all employees know who to talk to about their problems or concerns (this will be	O Yes	O No	ONA
different for different issues)?			
Do all employees only have one direct manager?	O Yes	O No	ONA
Do you actively manage underperformance with warning letters, reviews, termination	O Yes	O No	ONA
where necessary (make sure employees can't claim for unfair dismissal)?			
Do you clarify responsibilities where necessary eg during meetings or performance	O Yes	O No	ONA
reviews?			



Actions required	

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