

Room/Group Leader Responsibilities Educators

NQS Element 1.3.1 Assessment and Planning

NQS Element 1.3.3 Information for Families

NQS Element 4.2.1 Professional Collaboration

NQS Element 4.2.2 Professional Standards

NQS Element 7.1.2 Management Systems

NQS Element 7.1.3 Roles and Responsibilities

NB There are other responsibilities. This is not intended to cover all Room Leader 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
Room routines					
Do you have a written daily room/group routine?					
Does the routine include:					
• Planned physical activities					
• Routines which make transitions smooth and predictable					
• Routines which include spontaneous or intentional teaching to promote learning outcomes					
• Planning with the children so activities are based on their interests or weekend activities					
• Helper charts which are referred to and used during the session					
• Free play inside and outside					
• Talking with children about what they have learnt and what they liked/didn't like					
• Completing learning documentation with children (children talk and write, educators record and underwrite for young children)					
• Writing the program with the children					
• Packing up/cleaning with the children					
• Singing, dancing, dramatic/imaginary play					
• Looking after plants/animals					
• Small and large group activities					
Is the routine flexible so it can best meet children's learning and development needs eg an engaging activity does not need to be interrupted or packed away?					
Policies and Procedures					
Do you manage completion of Centre Support weekly learning activities (eg to provide input from educators into Quality Improvement Plan)?					
Do you ensure the Nominated Supervisor is aware of any complaints made by families or educators eg by ensuring person knows about grievance procedure and complaint form?					



Do you ensure educators always follow policies/procedures and regulations?					
Do you ensure cleaning schedules/requirements are always met?					
Do you ensure the room/area is always clean, tidy and visually appealing?					
Interactions					
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					
Do you work with educators' strengths eg educator who loves gardening leads composting and recycling activities in room/group?					
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 follow up children's behaviour and support needs with the Nominated Supervisor?					
Do you give educators time to write learning documentation and the program?					
Do you coach educators where required eg show them how to do things, support and supervise as they try?					
Documentation					
Do you ensure educators plan, evaluate and document each child's learning (assessment cycle)?					
Do you ensure educators document what children know, can do and understands and how they've extended learning?					
Do you ensure learning documentation is displayed where families can easily see it?					
Do you ensure families can understand learning documentation eg learning outcomes are stated in words not just numbers?					

Actions required