

7.1.3

Roles and responsibilities

Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.



Week 25
12.8.2024

Section 2. Evaluation and Reflection (Room Leaders and Educators)

Conducted by the room leader along with their educators.



Checklist

Why are you doing the checklist?

The practices identified in the checklist are what the assessor needs to see you do so they can check you're 'meeting the NQS.' If there's something on the checklist that you're not doing, you need to adjust your practice to do it, or ask for help and training to implement it ie work with your educational/room leader who should teach/coach you how to do it. This process uses the **summative assessment process** from the **new EYLF and MTOP**. Educators review your achievements and capabilities at specified or selected timepoints. Please make a judgement about the path you are on to understanding the element.

The checklist keys to use.

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.

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

Regulatory Framework

	ED1	ED2	ED3	ED4	ED5
Do you understand how your practice meets your Service philosophy?					
Do you regularly refer to the National Law and Regulations eg to clarify requirements?					
Do you regularly refer to the NQS for guidance on where your practice is ie working towards, meeting or exceeding?					
Do you implement a curriculum that promotes the EYLF Learning Outcomes?					

Professional Interactions

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

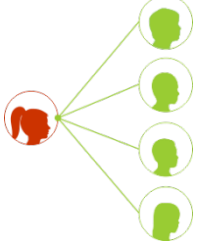
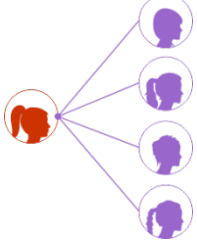
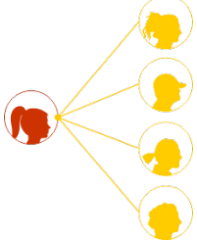
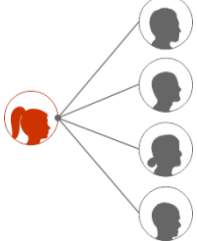
Practice

Are you clear about your duties and responsibilities – including those unrelated to teaching eg cleaning?					
Do you know who to go to for help or guidance?					
Do you regularly engage with families eg encourage them to give feedback, contribute to curriculum, participate in/lead activities, share their knowledge/culture?					
Do you discuss how your practice reflects the Service philosophy with families?					
Do you regularly connect children with their community eg through excursions/activities that reflect your unique location and context?					
Do you prioritise children's safety eg always minimise/remove hazards, report child protection concerns?					



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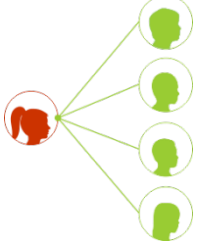
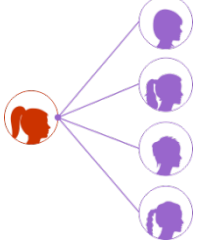
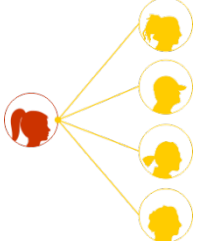
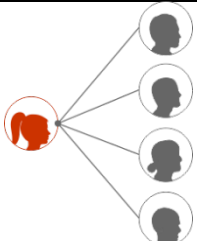
- **Do you really understand the expectations your manager/leader has for your job?**
- Do families understand your responsibilities include providing them with information and community connections to support parenting and family wellbeing? Questions used below.
- If you could change one thing to make your role clearer (for yourself or others), what would it be?

Critically reflect through the eyes of:	Write your critical reflection below	What changes did you or will you make because of the reflection?
 <p>a child</p>	<p>As a child, I depend on my educators to create a safe and engaging learning environment. I notice when my educator is confident and clear about their role because it makes me feel secure and supported. When my educator understands their job well, they can better plan and implement fun and educational activities that meet my needs and interests. I feel more valued and understood when my daily routine is consistent.</p>	<p>I will seek regular feedback from my Nom Sup to fully understand their expectations. This will help me provide a consistent and reliable environment for the children, enhancing their sense of security and well-being. Additionally, I will implement self-assessments and peer reviews to continually improve my practice.</p>
 <p>an educator</p>	<p>As an educator, understanding my nominated supervisor's expectations helps me align my practices with the service's goals. It also ensures I am effectively contributing to the team and the children's learning outcomes. Knowing the expectations allows me to set clear goals for myself and seek the necessary resources or training to achieve them. It also helps create a collaborative environment where I can confidently share ideas and feedback.</p>	<p>I will engage in frequent communication with my manager to clarify any uncertainties about my role. This will help me perform my duties confidently and effectively, supporting continuous improvement. I will create a professional development plan to address any gaps in my knowledge or skills.</p>
 <p>your families</p>	<p>Families trust us to provide high-quality care and education for their children. When educators clearly understand their roles, it reassures families that their children are in capable hands. Clear understanding of my responsibilities enables me to communicate effectively with families, providing them with accurate information and addressing their concerns promptly. This transparency builds trust and strengthens the partnership between families and the service, ensuring the best outcomes for the children.</p>	<p>I will share updates with families about meeting my manager's expectations, demonstrating my commitment to providing the best care and education. This transparency will build trust and strengthen our relationship with families. Additionally, I will seek regular feedback from families to incorporate their input into my practice.</p>
 <p>theorist and current research</p>	<p>Theorists like Vygotsky emphasise the importance of a supportive and knowledgeable educator in children's development. Current research also highlights the need for clear communication and understanding of roles within educational settings. Understanding my role through the lens of educational theories and research helps me appreciate the impact of my work on children's cognitive and social development.</p>	<p>I will incorporate regular professional development and reflective practices to stay aligned with the latest research and theories. This will ensure my understanding of my role remains current and effective, ultimately benefiting the children's learning experiences. I will also participate in professional learning communities to discuss and reflect on best practices.</p>



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