**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 5.* **Exceeding Standards: Embedded Practice** (Nominated Supervisor)
Identify exceeding practice or implement how to become exceeding.

## Assess your practice first.

Read the below description and evaluate it in relation to your practices.

**Exceeding – Embedded Practice**
Our service philosophy, core values, and reporting structure clarify staff roles and responsibilities. For example, each staff member reports to a single manager; Regular meetings occur between room leaders and the NS, NS and EL, and EL and educators. Our values promote continuous improvement, high-quality learning outcomes, protecting children, positive relationships, and professional standards.

If you are doing similar practices to the example, use the below question to help you write your **'exceeding practice for embedded'** description so you can add it to your QIP or SAT (NSW only).

| For **Exceeding** the QIP and Self-Assessment Tool (SAT) |
| --- |
| ***Embedded Practice -*** Discuss how the service Philosophy, core values and reporting structure help all staff understand their roles and responsibilities. |
| |

**If you and your educators need to learn how to achieve exceeding – embedded practice, proceed here and do below.**

The following section outlines the steps to ensure you are exceeding in Embedded Practice. If you have already successfully completed the previous section demonstrating how you are exceeding in Embedded Practice, you do not need to complete this section.

## Look at the words in detail to identify what is exceeding.

Discuss how the service Philosophy, core values and reporting structure help all staff understand their roles and responsibilities.

In this question, you are being asked to explain how three key elements - the service philosophy, core values, and reporting structure - contribute to assisting all staff members in comprehending their respective roles and responsibilities at the service.

**Service Philosophy:** This refers to the fundamental beliefs, principles, and goals that guide the operation of the education and care service. Discuss how the service's philosophy outlines its approach to teaching, learning, and child development, and how this aligns with the roles and responsibilities of staff**.**

**Core Values:** These are the fundamental principles or standards that the service holds as important. Explain how the core values provide a framework for decision-making and behaviour, ensuring that all staff members understand their ethical responsibilities and how their actions contribute to the service's mission.

**Reporting Structure:** This pertains to the hierarchy and communication channels within the service. Describe how the reporting structure clarifies who reports to whom and how information flows, helping staff members understand where they fit into the organisation and to whom they are accountable for their roles and tasks.

In your response, you should explain how these elements work together to create a shared understanding among staff about their duties and roles, and how they contribute to the overall functioning of the service.

It is important to ensure that we make it **very clear how these above concepts have created change in your service.**

Discuss how the service Philosophy, core values and reporting structure help all staff understand their roles and responsibilities.

**Regular Team Meetings:** Conduct weekly team meetings where the service philosophy and core values are discussed. Use these meetings to review how these principles guide daily practices and individual responsibilities, ensuring everyone understands their roles in achieving common goals.

**Clear Job Descriptions:** Provide detailed job descriptions to all staff members that align with the service's core values and philosophy. These documents outline specific duties and reporting lines, helping staff understand their responsibilities and whom to approach for support.

**Induction Programs:** Implement comprehensive induction programs for new staff members. These programs should include an overview of the service's philosophy, core values, and reporting structure, ensuring new educators understand their roles from the outset.

**Mentorship and Coaching:** Pair new educators with experienced mentors who embody the service's philosophy and values. Mentors can provide guidance on how to apply these principles in daily practice and clarify any role-related questions.

**Performance Reviews:** Conduct regular performance reviews that reference the service's core values and philosophy. Use these reviews to provide feedback on how well staff members are meeting their role expectations and contributing to the service's objectives.

**Visual Aids and Documentation:** Display visual aids, such as organisational charts and value statements, in common areas. These reminders help staff understand the reporting structure and keep the service's philosophy and core values at the forefront of their minds.

**Professional Development:** Offer professional development sessions that focus on the service's philosophy and core values. These sessions can help staff understand how these principles translate into practice and their specific roles, fostering a cohesive and aligned team.

**Your turn. Select a point from above and break it down into the subsections.**

Discuss how the service Philosophy, core values and reporting structure …

… help all staff understand their roles and responsibilities.….