

Professional Collaboration Nominated Supervisor

NQS 4.2.1 Professional Collaboration

Name of the person conducting the checklist: _____ Date: _____

Practices

Do you hold regular meetings with all staff to discuss and reflect on teaching practices, learning outcomes, staffing arrangements and service operations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you encourage and support regular team meetings where staff can learn from each other, share their ideas, knowledge and new information and develop the team's skills?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a consistent and effective process for documenting meetings eg with staff or between room leaders and educational leaders?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a consistent and effective process for documenting reflections on practice and exploring new ways to achieve improved outcomes for children and families?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you pass on information about children and families that will help educators do their job (respecting families' privacy where relevant)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you develop professional relationships with community organisations that can help promote learning outcomes and assist families and children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you always professional and respectful when sharing information eg never engage in derogatory remarks about practice with any employee?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you create positive working relationships within the service and an atmosphere of openness to ensure educators and families feel welcome?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you willing to try new ways of doing things to achieve improved outcomes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Staffing			
Do you make sure all employees fulfil the requirements of their job so team members are not unfairly burdened ie do you effectively manage underperformance?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure new employees or those needing extra support receive the coaching/mentoring they need to be an effective and happy team member?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you know the particular strengths of each employee and allocate them to roles where they can use those strengths?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure employees share information with relief staff so they feel a sense of belonging and can make worthwhile contributions?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required