

# Organisation OF Educators (Educators)

## NQS 4.1.1 Organisation of Educators

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.

Practice	ED1	ED2	ED3	ED4	ED5
Do you ensure ratios are always maintained eg when you or other staff take breaks for meals, programming, administration, interviews?					
Do you always follow a playground supervision plan if there is one?					
Do you actively support/coach/mentor new or relief staff so they quickly become valued and effective team members?					
<b>Communication and Reflection</b>					
Do you reflect on the way educators are organised and suggest changes which may promote children's learning or sense of belonging eg during family groupings at start or end of day, during room set ups or pack aways?					
Do you make sure your interests and strengths are known and used eg love working with babies so in Nursery, love gardening or cooking so involved in these activities?					
Do you talk to families about the organisation of educators and pass on their views to the Nominated Supervisor eg Danni's mum says Miss Tehanna seems to love doing quite involved science experiments with the older children?					

Actions required