

Professional Collaboration - Nominated Supervisor

NQS 4.2.1 Professional collaboration

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

Practices

Do you regularly encourage staff to share their ideas and knowledge, regardless of their experience, culture, background eg at staff meetings and room/group meetings?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you hold regular meetings with Room/Group leaders and the Educational Leader to discuss children's and educators' needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a consistent process for documenting staff meetings and meetings with or between room leaders and educational leaders?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a consistent process for documenting reflections on your 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 meet the requirements of their job so team members are not unfairly burdened?	<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