

# Teamwork - Nominated Supervisor

NQS 4.2.1 Professional collaboration

NQS 4.2.2 Professional standards

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

## Communication

Are you always sensitive and polite when interacting with other employees and volunteers?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always use a pleasant and calm tone?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure your non-verbal communication matches what you are saying?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you communicate clearly and honestly?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

## Practices

Do educators refer to service policies and procedures to effectively resolve conflicts?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you actively value and use the skills/interests of educators when planning room allocations, rosters etc?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you reflect on your own beliefs and practices to ensure they're not hindering effective teamwork?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you always open to exploring current/different theorists, beliefs and practices?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you co-operate with employees and volunteers to effectively resolve issues?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you respect and value the diverse beliefs, values, traditions and practices of employees and volunteers?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you try and support employees who are experiencing difficulties at home or work?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you respect the confidentiality of information shared by employees and volunteers?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you participate in all relevant team or service activities?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always share information which will help educators in their interactions with children or professional practice?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you hold regular meetings with Room Leaders to share information and get feedback?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you implement a training plan for employees?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly assess the performance of staff?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you effectively manage staff who are not meeting their job requirements?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you take steps to rid the service of staff who are contributing to a 'toxic' culture?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are all employees clear about their job requirements eg from their job description?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you reflect critically on your behaviour/practices through the eyes of staff members?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

## Actions required