

# Professional Collaboration and Practices Educators

## NQS 1.3.1 Assessment and planning cycle

### 4.2.1 Professional collaboration

### 4.2.2 Professional standards

### 7.1.2 Management systems

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.

ED1	ED2	ED3	ED4	ED5	<b>Communication</b>
					Do you communicate clearly, openly and honestly?
					Do you always interact with others in a polite and positive way?
					Do your responses show others that you respect their views, beliefs and suggestions?
					Do you react positively when receiving praise or suggestions for improvement?
					<b>Practices</b>
					Do you plan curriculum, goals and activities and solve problems together with other educators and staff?
					Do you actively value and use the skills/interests of other educators when planning the Curriculum?
					Do you often share your knowledge, experiences and strengths with other educators and staff?
					Are you willing to mentor or support new, casual or less experienced educators?
					Do you look at the needs of team members, and step in and help if there is an immediate need?
					Are you willing to ask for help if needed?
					Do you actively contribute to your training plan to ensure areas you wish to strengthen are covered?
					Do you regularly complete professional development/training to improve practice, regardless of your current knowledge and skills?
					Do you always work to achieve the three exceeding themes of the NQS: embedded practice, critical reflection and engagement with families and community?
					Are you always willing to try new ways of doing things to continually improve practice?
					Do you regularly contribute to the service QIP?
					Do you regularly reflect critically about children's learning, your practice and service operations, both individually and as a team, and

					help to implement resulting changes?
					Do you reflect on your own beliefs and values to ensure they're not hindering effective teamwork?
					Do you respect the confidentiality of information shared by other educators?
					Do you participate in all relevant team or service activities?
					<b>Room Leaders</b>
					Do you regularly reflect on your achievements and challenges and discuss these with the Nominated Supervisor?
					Do you regularly reflect on the achievements and (training) needs of your educators and discuss this with the Nominated Supervisor?
					Do you help the Nominated Supervisor manage the performance of educators who do not meet required standards or expectations?
					Do you identify educators weaknesses and then implement strategies to manage these eg pairing an educator who's not confident speaking to families with someone who can support and mentor them?
					Do you coach educators where required eg show them how to do things, support and supervise as they try?
					Do you listen to ideas and suggestions from your educators and implement them where appropriate?
					Do you assist inexperienced educators?
					Do you acknowledge the efforts of all team members?
					Do you always role model positive and respectful interactions?
					Do you regularly remind educators of the service philosophy and drive for continuous improvement?

Actions required			
Date actions to be completed	.../.../..	Date actions completed	.../.../