

Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Section 1. Early career educator



You must know

When you become an educator, understanding clearly defined roles and responsibilities is crucial as it supports effective decision-making and the smooth operation of the service.

What could potentially go wrong if educators didn't do the above?

Things might get confusing and messy. Educators might not be sure about what they're supposed to do, and this can lead to mistakes and things being forgotten.

We might not be accountable for our work. This means we might not take responsibility for our tasks, which can make the quality of our care go down and cause things to be late.

When we need to make decisions, it could be difficult. Without knowing our roles, we might not be able to help with important decisions, and this could make us slow or not effective in our work.

Children might get different care each day, which isn't good for their learning. When we don't understand our roles, we might not give the same attention to every child.

Educators could become unhappy and leave their jobs. If they're not sure about their work, they might feel stressed and quit, which can make our team change a lot and not be steady.

Children might feel confused and worried. Children like it when things are predictable and clear. If educators don't know what they're doing, children might feel like their school is chaotic and not safe.

We might have misunderstandings and disagreements. If we're not clear about who does

what, we could argue about it and have problems working together as a team.

We might break important rules without knowing. Educators have to follow rules to keep children safe. If we don't know our responsibilities, we could accidentally break these rules and get in trouble. So, it's really important for us to understand our roles and responsibilities. It helps us work better, keep kids safe, and make our school a happy place for everyone.



You must practice

When you start your journey as an educator, it's really important to have clear roles and responsibilities. This helps everyone understand what they need to do and supports making good decisions and keeping the service running smoothly.

Here are some practical ways to make sure we meet these responsibilities:

- If things get confusing and tasks are missed, we can make detailed job descriptions for each teacher and staff member. We can talk about these roles in training sessions and team meetings to make sure everyone knows what they should be doing. This way, we can avoid confusion and work better.
- We can set up a system where we talk about how well we're doing our jobs regularly. This will help us know if we're following our responsibilities properly. We can also share our challenges and find ways to get better.
- To help with making decisions, we can make sure we know who's in charge of different things. This way, if we need to decide something, we know who to ask. This will make our decision-making smoother and faster.

- By using a shared calendar or schedule, we can keep track of our tasks every day. This will help us do our jobs consistently and make sure all children get the same care.
- If new educators need help, we can pair them with experienced teachers. This way, the new teacher can learn their responsibilities and feel supported. We can also talk openly about problems and find solutions together.
- To help children feel safe and know what's happening, we can put up pictures or charts that show our daily routine and who's responsible for different things. This will make children feel secure and comfortable.
- We can do activities and workshops that help us work better together as a team. We'll learn to talk openly and solve misunderstandings quickly, so our communication stays strong.
- We can make a list that shows us what rules we need to follow to keep children safe. This will help us remember our responsibilities and make sure we're following the rules.

After reading these points, which one(s) do you think you doing well? Describe your practice in detail.

After reading these points, which one(s) do you think you need to work on? Describe how you could improve your practice.