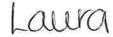


Qualified



lick if you complete		Any comments
/	Positively interacts with the children,	,
1	Provides a safe, healthy and welcoming environment	
	At all times being anti-bias, non-judgemental	
	Keeps confidentiality	
/	Implements the services Policy and procedures	
/	Follows the Education and Care Services National Regulations	
	Guides and help assistants in daily duties	
	Open and close the centre	An able to
	Assist in preparation of newsletters, general articles	sper ander
	Assist in ordering items	
	Assist in general admin duties	
V	Completes fortnightly program	
	Completes observations	
	Completes daily journal	
	Reports maintenance issues	
1	Ensures all educators are completing observations/daily journal	
	Completes daily/weekly checklists	
_	Ensures all educators complete daily/weekly checklists	
./	Ensures smooth running of room	
	Communicate with colleagues in a respectful manner	
	Aware of job responsibilities	
	Attends training outside of work hours	
	Find relief if someone is ill	
/	Communicate with families	
/	Have meeting with families about their child	
	Greet families with a warm manner	
	Greet staff with a warm manner	
	Hair tied back off face	1
	Wears closed in shoes	
/	Wears black pants or just above knee black shorts	
	Facial piercing small and clear	
1	Maintains equipment cleaning	
:/	Keeps 1st aid/asthma/anaphylaxis current	
	Completes child protection every year	
	Ensures all educators completed accident/incident/medication	
1	forms correctly	
/	Seeks own professional development in own time and completes	
/	Adheres to the company policies and procedures	

any areas other than the above that you teel you do to ensure th	e smooth running of the service.
	5040

Name Laura Siagier Date 07/02/2023

EDUCATORS TO FILL IN

Staff Development Plan

What are your goals in relation to our Education & Care Service?
Bring new still i gain while studing my Bachelov
of education.
What do you feel are your strengths? Building connection with families & Children
· commonication stills
· organisation & planning.
· Working well with oflers.
Areas interested in for further training: - Children's emtional development.
- Child protective behaviours
- work as a team, an inotivating ofler
Do you have any input about the programming and how we can further enhance children's learning? - School veodiness for Kindy
Are you aware of your responsibilities in regards to child protection? (Yes or No