



Qualified

Laura

Tick if you complete		Any comments you may have
✓	Positively interacts with the children,	
✓	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 open and close
	Assist in preparation of newsletters, general articles	
	Assist in ordering items	
	Assist in general admin duties	
✓	Completes fortnightly program	
✓	Completes observations	
✓	Completes daily journal	
✓	Reports maintenance issues	
✓	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	
✓	Wears closed in shoes	
✓	Wears black pants or just above knee black shorts	
✓	Facial piercing small and clear	
✓	Maintains equipment cleaning	
✓	Keeps 1 <sup>st</sup> aid/asthma/anaphylaxis current	
✓	Completes child protection every year	
✓	Ensures all educators completed accident/incident/medication forms correctly	
✓	Seeks own professional development in own time and completes	
✓	Adheres to the company policies and procedures	

Bonus leave is awarded to educators who go over and beyond their job description. Please note any areas other than the above that you feel you do to ensure the smooth running of the service.

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Name Laura Siagich Date 07/02/2023

EDUCATORS TO FILL IN

## Staff Development Plan

What are your goals in relation to our Education & Care Service?

- Bring new skill i gain while studying my Bachelor of education.

What do you feel are your strengths?

- Building connection with families & children.
- communication skills
- organisation & planning.
- Working well with others.

Areas interested in for further training:

- Children's emotional development.
- Child protective behaviours.
- work as a team, ~~and~~ motivating other team members.

Do you have any input about the programming and how we can further enhance children's learning?

- School readiness for Kindy

Are you aware of your responsibilities in regards to child protection?  Yes or  
No