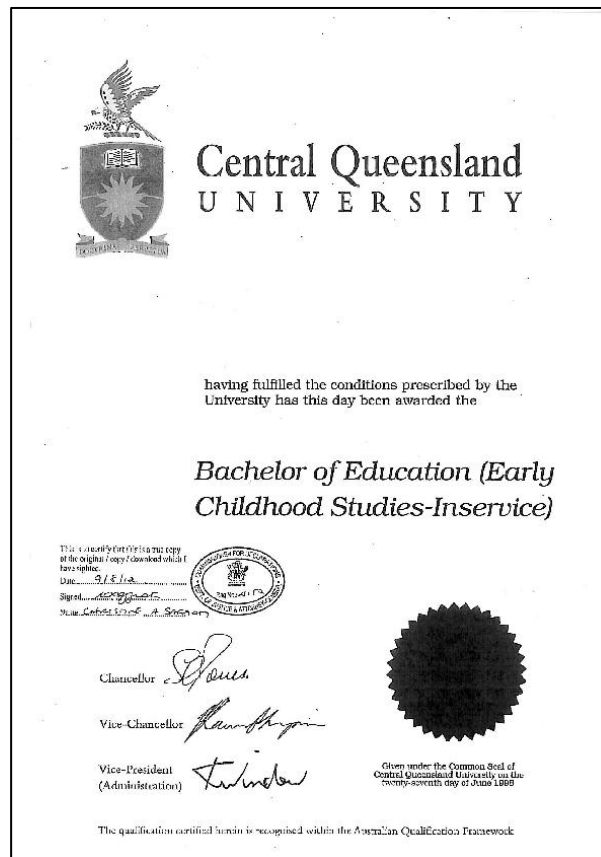




Preparing for Quality Area 4:

Staffing arrangements

Ratios and educator qualifications



**Queensland
Government**

Rostering at your service:

Staff Roster - Week of Monday 16/06/14 - 20/06/14							
Name	Room	Position	Monday	Tuesday	Wednesday	Thursday	Friday
Peta	Service Manager	(Nominated Supervisor)	7.30-4.30 Lunch relief	7.30-4.30 Lunch relief	Workshop	Workshop	Workshop
Danielle	Assistant Service Manager		Maternity Leave	Maternity Leave	Maternity Leave	Maternity Leave	Maternity Leave
Lisa	Nursery	Certified Supervisor	9.00-5.45 (4.30-5.45 RP)	9.00-5.45 (4.30-5.45 RP)	9.00-5.45 (4.30-5.45 RP)	9.00-5.45 (4.30-5.45 RP)	9.00-5.45 (4.30-5.45 RP)
Jackie		Educator	Leave	Leave	Leave	Leave	Leave
Samantha	Junior Kindy	Educator	7.15-4.30	7.15-4.30	7.15-4.30	7.15-4.30	7.15-2.45
Shirley		Educator	7.30-2.45	8.15-5.15	8.15-5.15	8.15-5.15	8.15-5.15
Julie	Pre Kindy 1 PreKindy 2	Educator	7.15-4.30	7.15-4.30	7.15-4.30	7.15-4.30	7.15-2.45
Sharlene		Educator	9.00-5.45	9.00-5.45	9.00-5.45	9.00-5.45	9.00-5.45
Sharon		Educator	7.30-2.45	8.30-5.30	8.30-5.30	8.30-5.30	8.30-5.30
Peter	Kindergarten	Teacher	7.30-4.30	7.30-4.30	7.30-4.30	7.30-4.30	7.30-4.30
Matthew		Educator			8.15-5.00	8.15-5.00	8.15-5.00
Carol	Nursery/ Junior Kindy Float	Float	8.00-4.45 (Zoe) (Nursery)		8.00-4.45 (Zoe) (Nursery)	8.00-4.45 (Zoe) (Nursery)	8.00-4.45 (Zoe) (Nursery)
Karly	Kindergarten Pre-Kindy Float	Float	8.00-5.00 (Kindergarten)	8.00-5.00 (Kindergarten)	7.30-2.45 (7.30-9.00 Ratio)	7.30-4.30 (7.30-9.00 Ratio)	7.30-4.30 (7.30-9.00 Ratio)
Tegan		Relief Educator	8.45-5.30	7.30-2.45	7.30-2.45	7.30-2.45	12.30-5.00
Agency		Relief Educator	8.30-5.15 (Rehina) (9.00-2.45 Nurs Bks) (2.45-5.15 Jk Ratio)	8.00-4.45 (Rehina) (Nursery)	12.30-5.00 (Kindy Lunch/Prog)	12.30-5.00 (Kindy Lunch/Prog)	7.30-4.30 (Ra) (9.00-2.45 Nurs Bks) (2.45-4.30 Jk Ratio)
Mark		Educator					9.30-3.00 (Prog/Lunch)
Kerry		Admin	9.00-2.00		9.00-2.00		

When the Nominated Supervisor is absent the person who is the responsible person is highlighted



Professional standards values and principles

Inform:

The way we behave
Interact with our colleagues
Approach our work



Queensland
Government

Example of a Code of Ethics



Talk about how the standards are applied:

- Identify
- Discuss
- Collaborate
- Challenge
- Agree
- Act





Team meeting:





More information:

Australian Children's Education & Care Quality Authority:

<http://www.acecqa.gov.au/>

Early Childhood Education and Care regional office:

<http://deta.qld.gov.au/earlychildhood/pdfs/service-centre-contact-list.pdf>

Early Childhood Australia:

<http://www.earlychildhoodaustralia.org.au/nqsplp/>



**Queensland
Government**



Thank you.
This presentation has ended.



Queensland
Government