

Staff Member:	Supervisor:	Authentic Happiness Survey taken: Date: Outcome:		
Job Position:				
Self Care	Professional Development		Initial Plan	Mid Year Review
Use this space to discuss and record your self care goals	Use this space to record professional development goals		Signed: Date:	Signed: Date:
Strengths and achievements over the past year	Staff Survey	Future Goals (optional)		
Use this space to reflect on work performance over the past year	Do you feel as through you belong to a team? Why or Why not? Are you motivated to come to work each day? Is there something within the centre that is causing you to feel unmotivated or that will begin to demotivate you? Why or Why not?	Where do you see yourself professionally in one year? Where do you see yourself professionally in 5 years? Where do you see yourself professionally in 10 years? Where do you see yourself personally in one year? Where do you see yourself personally in 5 years? Where do you see yourself personally in 10 years?		
NQF Reflection	Reflection and Goal	Strategies	By When?	6 Month Review Notes
Quality Area 1 Educational Program and Practice	Reflective Questions: Do you feel as though you are contributing equally to your rooms documentation? Do you feel as though you are contributing equally to the outdoor program? Developmental Summaries within your room? Do you feel you knowledge of the EYLF has strengthened over the past 6 months? How are you supporting all children to progress towards the learning outcomes? How are you ensuring experiences in your rooms are child centered rather than adult or clock driven? How do you support child's participation in the program?			

	participation in the program. Review Story Park reports			
Quality Area 2 Children's Health and Safety	Do you feel as though you are maintaining acceptable hygiene levels personally and within your room? Are you confident in following all services policies and procedures linked to hygiene and safety? Bottle cleaning, nappy changing, hand washing? Do you promote healthy eating with children and ensures drinking water provided at all times? How do you plan the program to include opportunities for active play? Are you confident in the process to follow if you have any concerns relating to child protection? Review service dress codes			
Quality Area 3 Physical Environment	Do you feel as though the resources and equipment in the environment indoor and outdoor are maintained and stocked well?			
Quality Area 4 Staffing Arrangements	Do you feel as though you contribute your full potential to your room? Why or why not? Do you feel as though you are working well as a team? Why or why not? Do you feel as though you are being rostered appropriately? Do you feel as though you have respectful, collaborative and ethical interactions with all educators and staff?			
Quality Area 5 Relationships with Children	Are you interactions with children are positive, warm and responsive? Do you ensure children's behaviour is guided appropriately?			
Quality Area 6 Collaborative Partnerships with Families and Children	Have you developed positive and professional relationships with families? Do you encourage families to share information about their child with the service to support continuity of care and learning between the home and service environment? Do you continue to work with			

	<p>Do you continue to work with families and children to ensure orientation processes are followed?</p> <p>Do you ensure information is provided to families about their child and other support organisations?</p>			
<p>Quality Area 7 Leadership and Service Management</p>	<p>Reflective Questions: <i>Some questions may not apply to all educators</i></p> <p>Do you feel as though you are ready to take on more responsibility within the room/the centre?</p> <p>Are you confident to discuss the values and centre morals outlines in the Service philosophy?</p> <p>Do you feel as though the philosophy is embedded into the centers everyday practices?</p> <p>Do you feel as though you act as a responsible and effective leader within your room?</p> <p>Do you act consistently and fairly as a leader?</p>			