



Things we need to **Train & Support** staff to do, and get better at... **Coaching!**

Here is a list of concrete tasks that Team Leaders and Senior practitioners supervise and help staff with. Many of these things staff will require training, **coaching** and instruction and often this will need to be more than once:

- 'Closing' the room at the end of the day
- Changing nappies
- Cleaning up from snack and lunch
- Completing documentation (register, sleep chart, daily diary, biting log)
- Creating displays
- Creating resources for an activity
- End of day story and play baskets
- Engaging with children effectively in the garden
- Filling bottles in the morning
- Fixing books
- Giving feedback at the end of the day
- Home visits
- Keeping colour group folders up to date
- Keeping the room labelled (draws, areas)
- Leading (or supporting) circle time
- Managing challenging behaviour
- Moving children around the building
- Re-zoning the rooms and spaces
- Reading stories
- Responding to parents questions
- Running an activity
- Self-help skills (putting shoes and clothing, washing hands)
- Setting out the beds
- Setting up continuous provision spaces
- Settling
- Sharing rhymes
- Showing children the interest table
- Summative assessment records
- Supporting children's 'next step' development
- Supporting toileting
- Tidying up with the children
- Transition to toileting ('potting training')
- Undertaking child observations
- Washing bottles
- Welcoming children in the mornings