

Team Leader Checklist



Daily

- Send out shifts and plans for tomorrow (by 8pm)
- 1 minute meeting for each staff member on arriving (review morning plan, activities allocated to that staff member, and what is required)
- Before any staff member leaves the room with children, review their activity or purpose (in the garden or Rainbow Room)
- Check on staff and children who are out of the room and visit the garden, Mitbachon and Rainbow room when you have groups there
- Report numbers on Manager's whatsapp group by 9:30
- Contact parents of any children who are off by 2pm, and message on your group why they are away, and note it in the daily diary
- Ensure activities are running well, and the environment is set up properly at all times

Monthly

- Meet with each team member twice per month (lunch times) and review their colour group folders with them; look at observations, milestones (this can be split with the Senior where there is one)
- Meet each team member in the meeting room, or café once a month, as a catch up to see how they are doing
- Meet once per month, in the meeting room or café with the manager to discuss your group, team and yourself

When there are interviews

- Assign a team member to 'buddy' the interview, make them feel welcome
- Keep the interviewee focused on playing with the children, and doing some basic care routines (snack, toileting, nappies) – avoid over-explaining how the day or group works, and moving them round the building too much
- Within an hour of them leaving post your comments and feedback about the interviewee to the managers' group, try to include any comments from other staff

When there are trial shifts (also relevant for cover staff)

- Ensure they are added to the Whatsapp group before you send information, and removed after their TS
- Give clear and relevant instructions in advance to them on what they are expected to do
- Spend 5 minutes, instead of 1 minute in the morning, showing them around and providing guidance
- Monitor and observe their practice during the day, and give light feedback if required, to help them improve
- Provide feedback to the manager's whatsapp group at the end of the day, in some details about their work

General

- Report any follow up on repairs and broken equipment
- Follow up quickly with any parent queries or concerns and meetings
- Manage stock levels in the classroom
- Provide jobs on a daily basis for early and late staff to keep the rooms organised
- Keep shelves, surfaces and work areas clutter free
- Keep boxes, drawers, equipment and resources clean and organised
- Display in the classroom are up-to date, changed at least every month and weekly material linked to the theme