

What to expect from your Coaching & Mentoring visit

Phoenix
Support for
educators

Customised coaching and mentoring for your team

There's no 'typical' coaching and mentoring session. Each one is unique to your service, team, and needs. But here's some of the things that you can expect...

✓ Recommendations & advice

We will spend time providing verbal advice to leadership staff based on observations. If you would prefer, you can schedule time for this advice to be provided by way of a written QIP recommendation on the day of your visit. We will provide one QIP recommendation per 30 minutes of allocated note writing time. For example, if we are visiting from 10am to 3pm, you can schedule 1 hour during this time for written notes, and you will receive 2 QIP recommendations on the same day.

✓ Customised to your needs

Your facilitator will tailor support according to the needs of your service throughout the visit. During this time you will receive advice around continuous improvement according to observations as well as questions from educators.

✓ In-situ

We will visit your learning environments to observe the environment, program, and curriculum decisions. During this time we can discuss concerns with key staff, and you can invite us to role-model some examples.

✓ As structured or 'go with the flow' as you want it to be

Educators will have the opportunity to ask questions and discuss challenges in a one-on-one coaching conversation with facilitator at any time during this day. This can be very relaxed and we'll go with the flow. Or if you prefer, you can timetable a schedule outlining preferred times of environment visits and goals. Simply download the planning template [HERE](#) and give the completed timetable to your facilitator on the day.

A photograph of two women in conversation, overlaid with a blue tint. The woman on the left is wearing glasses and has her back to the camera. The woman on the right is looking towards the camera with a slight smile.

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An important note about safety and supervision of children

Educators will have the opportunity to ask questions and discuss challenges in a one-on-one coaching conversation with facilitator at any time during this day. If the educator is counted in educator:child ratio at the time, they might want to get into a deeply involved conversation with the facilitator, but will also need to be mindful of the active supervision of children.

We strongly recommend planning for an additional staff member to be available on the day to maximise the time that the facilitator is visiting the learning environments. This allows for the lead educator or other staff to have focused conversations with facilitator. This also ensures that the need for active supervision of children does not impact on your professional learning opportunity.

In the event that you are unable to staff above educator: child ratio on the day, please be aware that educators who are supervising children will need to be actively supervising, and it is the responsibility of each educator and the nominated supervisor to ensure active supervision occurs while having discussions with your facilitator.

Please also note that facilitators are not to be included within the educator : child ratio under any circumstances. Additionally, facilitators are not to be expected to supervise children, or be left alone with children at any time. For the purpose of definition, "left alone with children", means to be out of ear shot and / or eye line of a supervising educator.