

FARRAN STREET EDUCATION

# Educator Accountability Checklist



Farran Street  
Education

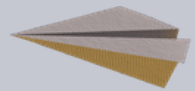
**ALL YOUR BEST IDEAS  
IN ONE PLACE**

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# Introduction

This guide is designed to help us say **goodbye** to **blame**, **excuses** and **denial**. Say hello, to new **positive** team culture instead.

Accountability is accepting responsibility for your own actions and decisions. It's a recognition that you choose your attitude.

To be accountable, we first must be brave enough to recognise the individual value we bring to the role and secondly, we must be willing to courageously honour the commitments we make as part of a team.





When we hold Educators accountable for their attitudes and performance it shows that we value their work.

It creates a team of positive Educators who see solutions and support each other.

Accountability flourishes when we create an environment where people feel safe to admit their mistakes.

When we fail to hold Educators accountable, excuses, denial and bad attitudes infect the team, creating a culture of punishment and blame.



When we hold  
someone  
accountable we  
are saying "I value  
what you bring to  
this team."



# 01 Leadership Accountability

# 93%

of Educators would prefer to put up with a colleague's **poor performance** than have to address it.



Peer accountability is the theory that "we all have a duty to intervene if we see someone not performing." Not only does peer accountability **not work**, but it also sets a dangerous precedent for management inaction.

It's the responsibility of **managers** and **leaders** to hold themselves and their staff accountable for performance. The burden of responsibility cannot be shifted or diffused. **As leaders, that's what we sign up for when we accept the role.**

# 02 Accountability Checklist

Accountability is the guiding principle that defines how we:

- make commitments to one another
- measure and report our progress
- act when things go wrong
- take ownership to get things done.



Use the accountability checklist to measure the level of accountability in your service.



# Accountability Checklist

- ☒ 1. Educators take responsibility for their mistakes and avoid blaming others
- ☒ 2. Educators accept responsibility for what they do and how they do it.
- ☒ 3. Educators take initiative and update others on their progress
- ☒ 4. Educators support each other when something goes wrong
- ☒ 5. Educators take action when they notice a problem
- ☒ 6. Educators are open and transparent when mistakes are made
- ☒ 7. Educators help in other areas even if it's not their responsibility.
- ☒ 8. Educators seek feedback from others and make changes accordingly
- ☒ 9. Leaders avoid giving instructions and promote autonomy
- ☒ 10. Educators celebrate high performance and give appreciative feedback.



# Checklist Scoring

Count the number of statements which are true for your service.

1- 3 The team is stuck in a cycle of blame and excuses.

4 - 6 The lack of accountability affects your team cohesiveness.

7 - 9 Your team's culture supports accountability and high performance.

10 Your team's outstanding results are set to continue.

"Take accountability... Blame is the water in which many dreams and relationships drown."

— Steve Maraboli





## 03 Tips for Improving Accountability

1. Set Crystal Clear Expectations

2. Provide Continuous Coaching Feedback

3. Demonstrate Leadership Accountability



# Set Crystal Clear Expectations

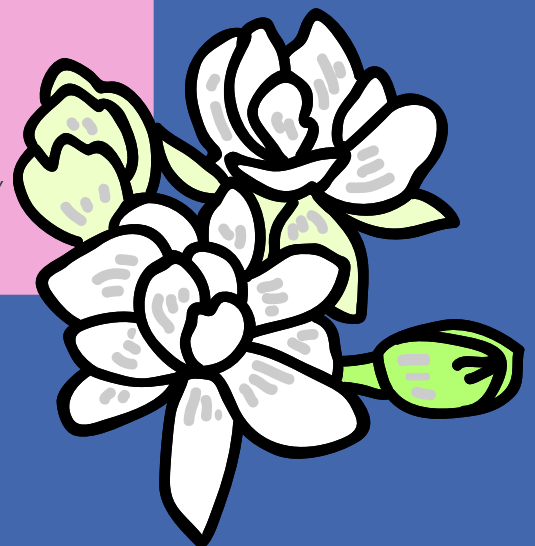
We need to be crystal clear about what we expect in terms of performance, attitudes and behaviours. We need to have a brave two-way conversation about the outcomes we'd like to see, how tasks are going to be achieved and how we can measure and celebrate their success.

The best time for us to set expectations is during the induction period. Ideally, this should be an honest 1:1 discussion where we both commit to meeting each other's expectations.

Clear expectations help us shift our thinking from interventionist to preventionist.

"People can't live up to the expectations that they don't know have been set for them. "

Making expectations explicit rather than implicit ensures that your team know's what you expect. Expectations should be set just above the Educators level of competence, then as mastery is achieved, the expectation is slowly raised, providing a constant challenge. Like a beautiful Jasmine vine trained to grow higher and higher. When it's provided the right guidance, nutrients and love it bursts into bloom. .



# Provide Continuous Coaching Feedback

Coaching feedback is aimed at helping Educators learn, grow or change. We're trying to spark ideas to help move them closer and closer to our agreed expectations.

For long term embedded change, try to keep your feedback targeted on one area per month. Celebrating mastery will foster future growth.

A wide body of research shows that the greatest improvement is not seen when we give feedback to people who are doing things wrong. Instead, the greatest improvement is seen when we find someone doing something well and we coach them to be amazing.

Imagine a track and field coach whose feedback consisted entirely of pleasantries. "Great job today." "Love your work." "You did so well today, thanks for all your hard work." "You're amazing." Do you think you'd end up with a champion athlete? Of course not.

The same applies to our teams. Feedback needs to open a door to improvements on current practices. For feedback to be effective the coach needs to carefully observe the athletes performance and then contemporaneously provide feedback for improvement. The feedback should be both meaningful and simple enough to be implemented immediately.





# Demonstrate Leadership Accountability

Demonstrating leadership accountability is the best way for us to promote a culture of accountability in our service.

We need to remember that an apology for a broken promise is just an excuse in disguise. To demonstrate real accountability we need to apologise for the promise which has not been met and then take goal-directed action to rectify the situation.

It's a powerful statement when we have the courage to stand up and say "I am accountable for my action or inaction, as we all are".

"As much as others may need to change, or we may want them to change, the only person we can continually inspire, prod, and shape, with any degree of success, is the person in the mirror."

- Kerry Patterson





"Accountable  
leaders accept  
responsibility  
before allocating  
blame."

— Courtney Lynch

# Find out more...



## For Leaders



**Educator Accountability -  
The Complete Step-by-Step  
Guide.**

A groundbreaking 4 part  
webinar series for leaders.

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## For Teams



**Between the Flags (An  
Educator Accountability  
Workshop for Teams)**

2-hour face-to-face team  
workshop to reduce blame &  
increase accountability.

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Farran Street Education is one of the largest providers of specialist **leadership** and **management** skills to the Early Childhood and OSHC sector.



## What we offer.

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