



Educational Leader

Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Looking at the element in detail - A service reviewed what the NQF Guide said about element 7.2.3 and understood performance evaluations involve:

- review - of position description, philosophy, previous plan, achievements and contributions
- planning and improvement - identifying opportunities, building on strengths, setting clear goals and timelines, professional learning and support strategies.

Goal-setting is the process of taking active steps to achieve a desired outcome. It's an important part of professional development. As Educational Leader you have a role in supporting educators to choose and implement relevant goals that meet their needs and aspirations. Educators should be encouraged to contribute to their professional development plans and goals. Without ownership, it's unlikely the goal will ever be accomplished.

Goal Setting Tips

- set both short- and long-term goals
- set SMART goals (see below)
- set goals that motivate the individual
- document goals and display them
- adjust goals as necessary
- recognise and reward the individual when a goal is met

SMART Goals



SMART goals are:

- **Specific** - detailed statement on what the individual wants to accomplish (use who, what, where, how etc.)
- **Measurable** - how will the individual demonstrate and evaluate how goal has been met?
- **Attainable** - make sure goals are within the individual's ability to achieve
- **Relevant**- how do goals align with objectives?
- **Time based** - these are the "by whens" to guide the goal to successful and timely completion (include deadlines, frequency and dates).

Example of SMART goal:

I'll review one policy by the end of each Friday so I become more familiar with Service requirements, keeping a record of where I'm up to. (specific, measurable, attainable, relevant and time-based)

Example of not-so-SMART goal:

I'll look at Service policies more often. (not specific, no time frame, hard to measure, unknown relevance)

What professional development goals do you educators have? How can you help them improve their goal setting?

Source: [Goal Setting](#) Eastern Washington University

CCTV Policy

We may install CCTV cameras to help ensure the safety and security of our children, employees and visitors.

If we install CCTV cameras we will:

- notify employees and families in writing at least 14 days before use
 - when they will start recording
 - whether they will record footage continuously or intermittently
 - the period of surveillance
 - how long the footage will be kept
 - who has access to the footage
 - when and how the footage will be deleted
 - that they may consult with the Nominated Supervisor about the surveillance
- display signs telling people CCTV cameras are in use
- record vision but not sound
- never use it in adult or children’s toilets, bathrooms or change rooms.

During the 14 day notice period we will consult with employees and families.

We will give new employees or families a copy of the CCTV policy before they start.

Educator and Management Policy

Contains:

- Code of Conduct which we’ll cover in Week 36
- Procedures if staff wish to babysit outside work hours
- Management responsibilities
- Procedures for managing visitors
- Communication procedures including procedures for meetings and business communications
- Performance development and performance management guidelines
- Work health and safety issues – bullying, harassment and discrimination, stress management
- Orientation procedures for new or returning staff
- Procedures for managing students and volunteers.

Do you have any feedback or comments about this policy? Please include below.

Educator’s Name	Educator’s Signature

Note we are now listing any Procedures which relate to the Policy reviewed. We have a comprehensive Procedure Pack (in addition to the procedures already included in the policies) which is currently part of our HR Toolkit. Please contact us on admin@centresupport.com.au if you would like a quote for the Kit.

Procedure - Babysitting

Procedure - Visitors

Procedure - Child Safe

Procedure - Volunteers

Procedure - Student Work Placement

Week 33, 24 October – 28 October 2022 – 7.2.3 Development of professionals