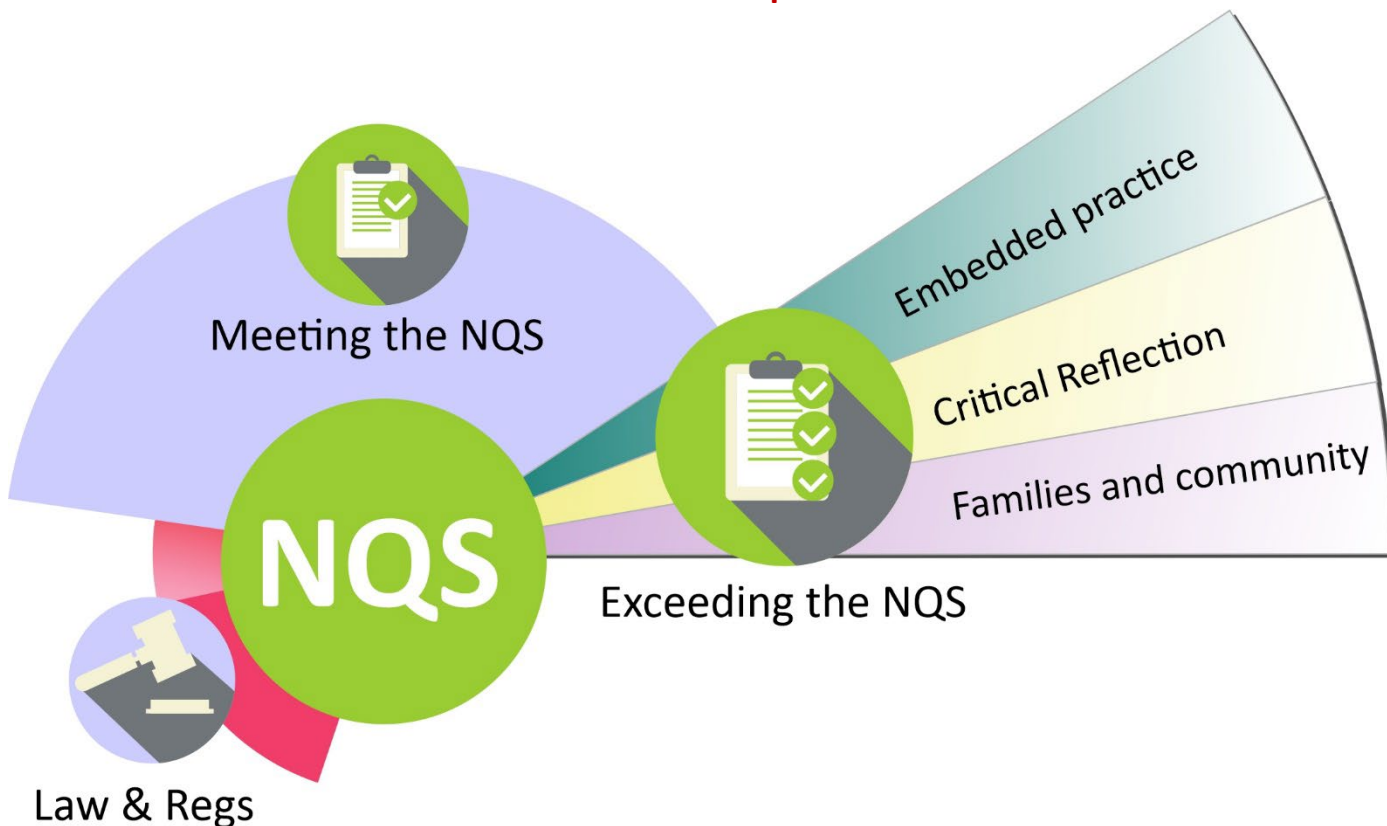


The organisation of educators across the service supports children’s learning and development.

### Section 9 - Educational Leader and Nominated Supervisor



**First step:** We must ensure the Law and Regulations are always met. **Second step:** then we look at the NQS and work through the process of meeting the element. **Third step:** then we can look at and complete the exceeding themes.

The logo above shows the effort required to do these three components. It should be easy and take little time to meet the Law and Regulations once you know what is required. Meeting then can become everyday practice, while exceeding takes a lot more time, thinking, connecting to families and community and practice change.

There are **things** that you need to do with your service and educators.

- (1) Review the points from the Law and make yourself familiar with them. Conduct the compliance test with your educators to check their knowledge.
- (2) Add to your folder the daily planner so you can document and show the assessor how you are working with educators. Use documents provided in this section.
- (3) Guide your educators to ensure they are at the meeting level, use the examples in the educators’ section and the checklist to help you know exactly what is required.
- (4) Explore the exceeding themes with the examples in the educators’ section and your section for critical reflection and families and communities.
- (5) Work with your Nominated Supervisor and edit the QIP (SAT for NSW) template provided by Centre Support to ensure it is reflecting your service’s practices.

#### Week 36, 13 to 17 November 2023 – 4.1.1 Organisation of Educators

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## Compliance test for educators

**Instructions: Nominated Supervisor is to** conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Trudi (18 years) wants to know why she has to supervise Miss Ava (17 years). Has Miss Ava done something wrong? Please respond.		
Miss Penelope wants to be a person in day-to-day charge. She's worked at other centres for 3 years and is currently a room/group leader. Is it possible she could be put in charge sometimes?		
Mr Carter asks what 'under the roof' ratios mean? Please respond.		
Miss Bronte asks if she can be the Educational Leader too. Can she?		
Miss Fatima says she's responsible and could be the 'responsible person' who's around when the Nominated Supervisor isn't. Would this be okay?		

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### Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 13.11.23	Professional Development	All Staff	Conducted a workshop on inclusive teaching strategies.	A survey for feedback and additional training needs.
Monday 13.11.23				
Tuesday 14.11.23				
Wednesday 15.11.23				
Thursday 16.11.23				
Friday 17.11.23				

General thoughts or ideas



## Compliance test for educators ANSWERS for this week.

**Instructions: Nominated Supervisor is to** conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Trudi (18 years) wants to know why she has to supervise Miss Ava (17 years). Has Miss Ava done something wrong? Please respond.	Reg 120 says all educators under 18 years must not be left alone and must be adequately supervised at all times by an educator at least 18 years old.	
Miss Penelope wants to be a person in day-to-day charge. She's worked at other centres for 3 years and is currently a room/group leader. Is it possible she could be put in charge sometimes?	Yes it's possible because she's at least 18, but only if: <ul style="list-style-type: none"> <li>• She has the knowledge and ability to manage the service and</li> <li>• checks which must be done by the approved provider or nominated supervisor don't reveal any non-compliance with the ECEC Laws (Reg 117B)</li> </ul>	
Mr Carter asks what 'under the roof' ratios mean? Please respond.	Ratios are 'whole of centre' ratios – sometimes known as 'under the roof' ratios. They are not calculated by individual rooms. The <a href="#">NQF Guide</a> says <i>"Educator to child ratios are calculated across the service (not by individual rooms) and are based on the youngest child in care ...Maintaining the ratio for each age range of children in the mixed age group does not mean the educator to child ratio for the youngest age range must be applied to all children in an older age range. In a mixed age group of children, an educator who is caring for one age range of children can also be counted against another age range of children, as long as the ratio for each age range is maintained and adequate supervision is maintained at all times."</i>	
Miss Bronte asks if she can be the Educational Leader too. Can she?	No. While they may be educators who assist the Educational Leader, the Regs only allow for one person officially in the role - who must be appointed in writing (Reg 18)	
Miss Fatima says she's responsible and could be the 'responsible person' who's around when the Nominated Supervisor isn't. Would this be okay?	No. 'Responsible person' is a term with a formal meaning (section 162 of the Law) ie it can only be: <ul style="list-style-type: none"> <li>• the approved provider or</li> <li>• the nominated supervisor or</li> <li>• a person who's been formally appointed in day to day charge (under Reg 117B)</li> </ul>	

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