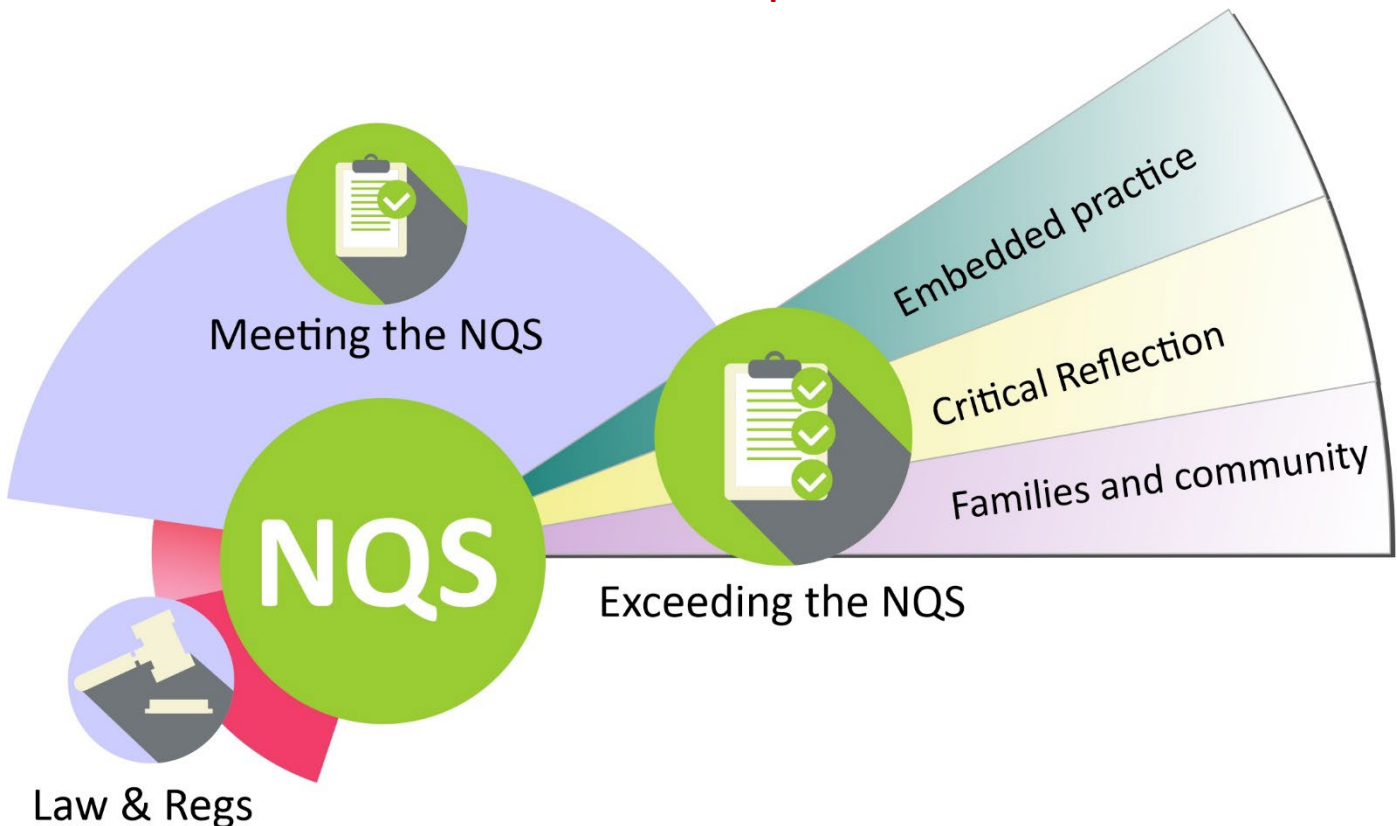


Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

### 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 40, 11-15 December 2023 – 7.2.3 Development of Professionals

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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
The EL asks why she needs to be involved in performance reviews. Please respond.		
Miss Helena asks what the proper performance review procedure is. Please respond.		
Mr Max asks how often the Regs say you must have a performance review. What's the answer?		

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

### Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 11.12.23	Performance Review Meeting	Sarah Smith	Discussed classroom observations. Identified areas of strength and areas that require improvement.	Finalise Sarah's individual development plan.
Monday 11.12.23				
Tuesday 12.12.23				
Wednesday 13.12.23				
Thursday 14.12.23				
Friday 15.12.23				

General thoughts or ideas

#### Week 40, 11-15 December 2023 – 7.2.3 Development of Professionals

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## 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
The EL asks why she needs to be involved in performance reviews. Please respond.	The EL is responsible for leading the development and implementation of the educational program (Reg 118). The EL therefore should be aware of the needs and strengths of each educator, and what they need to improve eg mentoring/professional development on certain topics, skill building in certain areas. They have a valuable and important role in the review process.	
Miss Helena asks what the proper performance review procedure is. Please respond.	The NQF Guide confirms there is “no one size fits all approach” but that effective performance reviews include: <ul style="list-style-type: none"> <li>• reviewing –eg job expectations, position description, service philosophy, previous plan and achievements since then</li> <li>• planning – eg building on strengths, setting goals</li> <li>• improving – eg through planned and tailored goals and professional development, working with EL.</li> </ul>	
Mr Max asks how often the Regs say you must have a performance review. What’s the answer?	The Law and Regs don’t cover professional development. The NQF Guide talks about ‘regular’ performance reviews (page 310). It’s generally accepted this means at least annually. Reviews should also be carried out when managing ‘underperformance, incidents or allegations.’	