



Y WA

**EDUCATIONAL LEADER PROCEDURE
FAMILY DAY CARE**

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VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release	01/08/2016	EM SD
v2.0	Review GMCS RCD FDC	13/10/2023	EM EYL
v2.1	Review EM EYL; GM CS Pedagogical changed to Educational Supporting documents added Reviewed for Xplor project. No changes required.	14/06/2024	EM EYL

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1. PURPOSE

The Educational Leader has an influential role in promoting positive outcomes for children and families. Effective educational leadership builds the capacity of educators by inspiring, motivating, affirming, challenging and extending their practice and pedagogy.

2. SCOPE

This procedure applies to all educators, service staff, students, and parents.

3. DEFINITION OF TERMS

Term	Definition
Educational Leader	The Y WA will Implement the expectations of Quality Area 7 of the National Quality Standard (NQS), in particular: designate in writing a suitably qualified and experienced Staff member as the Educational Leader to lead the planning cycle – development implementation, and assessment - of educational programs. The role requires a unique set of professional skills.
The Framework	My Time, Our Place—Framework for School Age Care in Australia is designed to inspire conversations, improve communication and provide a common language about children’s play, leisure and learning among children themselves, their families, the broader community, school age care educators and other professionals.

4. ROLES AND RESPONSIBILITIES

Role Title	Responsibilities
Educator	Meet the requirements outlined in this Procedure. Raise concerns or complaints in accordance with this procedure. Facilitate and extend each child’s learning and development.

<p>Nominated Supervisor /Responsible Person</p>	<p>Oversee the implementation of this procedure</p> <p>Address any instance of non-compliance and implement strategies to help prevent non-compliance with this procedure.</p> <p>Ensure suitable resources and support systems to enable compliance with this procedure.</p> <p>Support a positive organisational culture and professional learning community.</p>
<p>Educational Leader</p>	<p>Collaborate with educators to ensure clear goals for teaching and learning.</p> <p>Build and promote a positive organisational culture and professional learning community.</p> <p>Lead the development and implementation of the educational program and assessment and planning cycle.</p> <p>will have an approved first aid certificate including approved asthma and anaphylaxis management certification (Refer to Definitions for these requirements).</p>

5. PRINCIPLES

- Educators will be provided with opportunities to further their professional development and skills in education and care practices
- Service Staff will mentor and support one another to provide quality practice to educators. This process will draw on each team member’s strengths and expertise.
- Educators, service staff and the Educational Leader will observe children and provide reflective discussion to assist with documenting children’s learning.
- Educators and service staff are available to talk with parents about the educational program.

6. RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
National Quality Standard for Early Childhood Education and Care and School Age Care

7. SUPPORTING Y WA PROCEDURES, Y WA POLICIES AND OTHER DOCUMENTS

Document ID	Document Title
	Support Visit Record form
Approved learning frameworks ACECQA	Belonging, Being and Becoming – The Early Years Learning Framework V2 for Australia
educators_my_time_our_place.pdf (acecqa.gov.au)	My Time Our Place - Framework for School Aged Care in Australia
QA7_TheRoleOfTheEducationalLeader.pdf (acecqa.gov.au)	The Role of the Educational Leader

8. FEEDBACK

Direct feedback on this procedure to the EM EYL.

The EM EYL is responsible for maintaining the currency of this document.