

# EDUCATIONAL LEADER

## *Task Overview*

31/March/2025

### **EDUCATIONAL PROGRAM AND CHILD RECORDS**

- CURRICULUM PLANS ALIGN WITH THE EYLF
- REVIEW LEARNING OUTCOMES AND ENSURE THEY ARE BEING MET
- ASSESSMENT AND PLANNING CYCLE RECORDS
- INDIVIDUAL CHILD OBSERVATIONS & GOALS
- INDIVIDUAL LEARNING PLANS AND PROGRESS REPORTS
- PORTFOLIOS SHOWCASING CHILDREN'S WORK AND ACHIEVEMENTS
- Goals Added To The Program

### **COMPLIANCE AND CONTINUOUS IMPROVEMENT**

- QUALITY IMPROVEMENT PLANS
- INCORPORATE FEEDBACK FROM FAMILIES, EDUCATORS, ETC INTO THE QIP
- SELF-ASSESSMENT TOOLS
- REFLECTIVE PRACTICE DOCUMENTATION
- EVIDENCE OF CHANGES IMPLEMENTED BASED ON FEEDBACK
- MAINTAIN EVIDENCE OF ADHERENCE TO NQS STANDARDS
- REGULARLY REVIEW AND UPDATE POLICIES AND PRACTICES
- Check Daily Checklists

### **REFLECTIVE PRACTICES**

- MAINTAIN A REFLECTIVE JOURNAL FOR DAILY/WEEKLY REFLECTIONS
- ENCOURAGE TEAM-WIDE CRITICAL REFLECTION ON PRACTICES
- DOCUMENT REFLECTIONS TO DEMONSTRATE GROWTH AND CHANGE
- Add Reflective Questions Into Reflective Journals

### **RECONCILIATION ACTION PLAN (RAP)**

- IDENTIFY ACTIONS TO PROMOTE ATSI PERSPECTIVES.
- DOCUMENT COMMUNITY INVOLVEMENT ACTIVITIES RELATED TO RAP
- REFLECT ON AND IMPROVE RAP STRATEGIES REGULARLY
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### **MENTORING AND TEAM COLLABORATION**

- HOLD REGULAR TEAM MEETINGS TO SHARE IDEAS AND CHALLENGES
- MENTOR EDUCATORS AND SUPPORT THEIR PROFESSIONAL DEVELOPMENT GOALS
- KEEP RECORDS OF DISCUSSIONS AND COLLABORATIVE PROGRAMMING EFFORTS
- MEETING MINUTES WITH EDUCATORS
- PROFESSIONAL DEVELOPMENT PLANS AND TRAINING LOGS
- REFLECTIVE PRACTICE JOURNALS
- TRACK TRAINING SESSIONS AND WORKSHOPS ATTENDED BY THE TEAM
- Individual Meetings With Educators Fortnightly

### **COMMUNITY AND FAMILY ENGAGEMENT**

- BUILD PARTNERSHIPS WITH LOCAL FAMILIES AND COMMUNITIES
- SHARE PROGRESS ON EDUCATIONAL OUTCOMES AND QIP WITH FAMILIES
- FOSTER AN INCLUSIVE COMMUNITY ENVIRONMENT THROUGH REGULAR COMMUNICATION
- COMMUNICATION LOGS WITH FAMILIES
- EVIDENCE OF COMMUNITY INVOLVEMENT AND PARTNERSHIPS
- FEEDBACK AND SURVEYS FROM FAMILIES AND STAKEHOLDERS
- Develop Family Input Plans

### **NOTES**

Overall all tasks are being met for this month. Goals need to be added to the program for each room. Individual meetings with educators should also be conducted on a fortnightly basis to ensure their questions are being answered.