

1. Procedure Statement

St Nicholas will recruit or designate the role of Educational Leader to a staff member capable of leading the development and implementation of the educational curriculum in the service, to manage the quality of the educational program and its implementation on a daily basis, and to lead the service's team by influencing quality through a commitment to professional development and improvement.

2. Purpose

The purpose of this Procedure is to ensure:

- All St Nicholas early education services (EE and OOSH) meet the requirements under the Education and Care Services National Regulations (NSW 2025) in regard to the designation of the Educational Leader
- All Educational Leaders are aware of their role and responsibilities in leading the development and implementation of the educational program.

3. Procedure Direction

Step	Detail
Role requirements	• A thorough understanding of the Early Years Learning Framework (EYLF) and/or My Time, Our Place Framework for School Age Care (MTOP), educational theory, children's development, and adult learning. • A passion and energy for pedagogy, teaching and learning. • The ability to direct and coordinate the activities of other team members, assess team performance, develop team knowledge, skills and abilities, plan, organise and assign tasks and motivate team members. • Ability to contribute to the Service's Self-Assessment Tool and any quality improvement plans within the service • Prior to being designated as Educational Leader in OOSH, the candidate must meet all requirements of the Educational Leader Suitability Checklist In Early Education (birth to five) services • Bachelor of Education (Early Childhood) or equivalent; or • Diploma in Education and Care or equivalent • 2 years experience working in a birth to five years setting; or • Early Stage 1 in a school setting

	- Experience in a leadership capacity, for example room leader role or assistant director role In OOSH services - Bachelor of Education / Diploma in Education and Care / Diploma in School Age Education and Care or equivalent; or working towards the same; or at least 2 years experience working in an OOSH environment preferably in a management or supervisor role. - At least 2 years experience working with children aged 5-12 years in an OOSH environment or similar
Designation or recruitment of the Educational Leader	All St Nicholas staff who undertake the role of Educational Leader position will: - Have all roles and responsibilities explained to them - Received a copy of the Educational Leader Procedure - Have a thorough understanding of all service policies and procedures - Have a thorough understanding of the Education and Care Services National Regulations - Have a thorough understanding of the National Quality Standards - Have a thorough understanding of child development and - Have a thorough understanding of either the Early Years Learning Framework or My Time Our Place Framework or both
Acknowledgement of the role	Any person who is an Educational Leader in a St Nicholas service must: - accept the position in writing - understand the obligations of an Educational Leader - have their name recorded on the prescribed Service Information signage displayed in the foyer/parent area
Record keeping	St Nicholas will keep a record of the: - procedure for the Educational Leader that outlines the expectations and parameters of the role - resume of the Educational Leader - qualifications held by the Educational Leader - the Educational Leaders written acceptance of the role
Professional development	- Educational Leaders will be required to undertake a minimum of 8 hours targeted professional development each year - Decisions on training topics and providers will be supported by Practice Support Leads and Professional Learning Leads

	• Training must also be approved by the Director or OOSH Coordinator in line with budgets • Training could include specific Educational Leader meetings • Attendance at all scheduled Educational Leader meetings is mandatory, with the exception of approved Annual Leave or certified personal leave
St Nicholas support for the Educational Leader role	Support for Educational Leaders at St Nicholas will include: • professional development, mentoring, consultation and collaboration with other Educational Leaders • time for research, inquiry, and reflection. • Consultation with outside providers to effectively review and reflect on our current practices. • regular meetings with the Director or OOSH Supervisor to discuss research, reflection, current practice, ideas for change and staff performance. • understanding and respect from fellow educators of the importance of this roll and high-quality learning experiences for children thus contributing to a broader understanding of the value of early childhood education.

4. Roles and Responsibilities of the Educational Leader

Role	Responsibility
Model professional and ethical practice	• Promote the use of Early Childhood Australia's <i>Code of Ethics</i> as a guide for pedagogical discussions • Lead and participate in reflective discussions on practice and the implementation of the EYLF or MTOP. Reflective discussions and considerations for practice will focus upon interactions, routines, intentional teaching and learning. • Clearly articulate their learning and teaching intentions through documenting plans and evaluations of learning experiences and assist staff to do so in their roles. • Justify their decisions about any theoretical perspectives and philosophical approaches they adopt. • Have the ability to demonstrate evidence and explain the Planning Cycle during Assessment and Ratings and /or Monitoring visits

Mentor others	- Consult and collaborate with the team of educators to develop and confirm approaches to learning programs and documentation - Mentor and teach educators through observation, guided discussions and recommendations for professional development
Build partnerships with families and communities	- Lead thinking and discussion on curriculum considerations relating to inclusion and the community of Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse families - Seek and define approaches to sharing the program of learning and education with families and encourage educators in their communication with families. - Consider the contribution and role of the broader community, along with health practitioners and associated professionals in curriculum decision making.
Ongoing professional learning and enquiry	- Review current programs of learning and documentation at the service - Participate in practitioner inquiry and critical reflection - Actively seek out a range of professional learning experiences

5. Related Documents

Policies and Procedures

- Child Safe Recruitment Policy and Procedure
- Staffing Policy and Procedure
- Program and Practice Policy and Procedure

Forms and documents

- Consent and acceptance form – Educational Leader
- Educational Leader Position Description
- Interview templates: Centre Director, OOSH Coordinator, Educational Leader, Educator
- Educational Leader Suitability Checklist

Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Regulations: 73, 74, 75, 76, 118
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Sections: 168

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National Quality Standard

QA1	Educational Program and Practice
QA4.2	Staffing: Professionalism
QA7.2.2	Educational Leadership

6. Definitions

Term	Definition
Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
Early Education	St Nicholas service providing education and care to children aged 0 – 5 years
OOSH	St Nicholas service providing education and care to school aged children

7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

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