

Private and Confidential

School - Outside School Hours Care and Vacation Care

Educational Leader's Notes

This form is an approved form and relates to the Educational Leader's role description. All notes are to be written from a strength-based approach and in a positive manner. Staff must be made aware that these notes are being made and offered the chance to read, add or amend. Staff can only see their own notes. Staff may request a copy of their own notes at any time.

	<i>SENIOR TEAM</i>		<i>EMERGING TEAM</i>		<i>CASUAL/RELIEF TEAM</i>	
	Annie	Will	Monica	Damian	Beth	Lu
BACKGROUND QUALIFICATIONS AND EXPERIENCE	Degree - Teacher 2015 Diploma 2016	Degree - Teacher (current) Diploma (2013)	Cert IV OSHC 2015 Cert 2 Business	Cert IV OSHC 2016 Diploma Children's Services 2014	Physio (current) ? Outdoor Ed	Cert 3 Dance ? Outdoor Ed
DID THEY HAVE A GOOD FOUNDATION KNOWLEDGE?	Confident Very experienced Clear accurate docs reflect thorough knowledge	Growing confidence Clear, accurate docs reflect thorough knowledge	Confident Brief docs Lots of inventiveness	Early confidence Gaps in docs but determined to grow	Still on orientation	Early confidence
CURRENT REQUESTS FOR LEARNING	None at: 1 February 2018	Researching Child development	None at: 1 February 2018	Analysis and planning	Orientation	Environmental options
MOST RECENT LEARNING (LAST 12 MONTHS)	First Aid 2017 Outdoor activities	Monthly mentoring on service philosophy and curriculum (in-house)	Creativity Art options Found objects art	None in the last year	Orientation related	Orientation related
ORIENTATION TO THE PROGRAMMING	No	Says yes, but no docs on file	No	Yes	Underway	Yes
READ AND USE THE PROGRAMMING POLICIES AND PROCEDURES	No Uses old curriculum guide from previous workplace	Yes, very familiar with them	No Unread	Some contact but it was only in early days	Some contact	Some contact

DID EACH EDUCATOR RECEIVE A ONE-ON-ONE WITH THE EL ON HOW TO PROGRAM THE LAST YEAR?	March May July Sept Nov February	April June August Oct Dec	May July Sept Nov February	April June August Oct Dec	Jan February	Dec Jan February
PARTICIPATED IN DISCUSSION AT EDUCATOR MEETING	Active	Active with support	Active	Growing skills	Hesitant – needs support	Hesitant – needs support
HAVE THEY BEEN PROVIDED WITH CONSISTENT SUPPORT?	Yes, but the support only needs to be very brief. Ongoing informal conversations are more beneficial	Yes – prefers to meet in private to discuss a list of questions.	No – I have been on annual leave but have delegated ‘checking -in’	Yes – prefers informal conversations	Yes, intensive conversations as part of orientation	Some gaps but we are working on it.
PLAN	Keep going. Check in 2 nd monthly Encourage informal conversations	Keep going. Check in 2 nd monthly Encourage informal conversations	Need to establish a plan for the year	Keep going. Check in monthly this year Encourage informal conversations	Complete orientation Need to establish a plan for the year	Keep going. Check in monthly Encourage informal conversations
NOTES	May: A problem with following through with reflections and deciding which ones would be used. Currently doing too much!!! We talked about prioritising and what could be followed through and what should be left	April: A few questions on relating child development to planning. We agreed to discuss this at each Educator meeting to help everyone grow in this area. June: This is working well – keep going	May: Has not read policies – appears to learn by discussing. Will think about how we can get policies read. July: Have discussed policies at Educator meetings. Sept: No progress. The policies are hard to read need a re-wrote, ref to Director	April: Avoided meeting – is stressed his docs are under question. Reassured and modelled a meeting - made notes on how he can respond. June: Meeting went well. Will be careful to keep scheduling to build confidence and project respect.	Feb: Orientation underway. Will keep this going according to schedule. Will review progress.	Feb: Concerned that others seem to get regular support, but they don’t. This is because of my days off. Looking at giving a senior team member training in mentoring to ensure that this stops being an issue. Will review in May.