



**ACT**  
Government

Education

# ACT Public Preschool – Determining the Nominated Supervisor, Responsible Person and Educational Leader Procedure

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## 1. Overview

- 1.1. The following procedure identifies clear processes for determining the *Nominated Supervisor, Responsible Person* and *Educational Leader* within ACT Public Preschools.
- 1.2. It establishes expectations for communicating this information with staff, parent's, guardians and visitors to the service.

## 2. Rationale

- 2.1. The [Education and Care Services National Law \(ACT\) Act 2011](#) identifies operational requirements that require designation of a Nominated Supervisor, a Responsible Person and an Educational Leader.

## 3. Nominated Supervisor

- 3.1. The ACT Education Directorate is the Approved Provider for all ACT Public Preschools.
- 3.2. The ACT Education Directorate, as the Approved Provider, designates at least one nominated supervisor for each ACT Public Preschool.
- 3.3. Within the ACT Education Directorate, the principal of the preschool's governing school, accepts the designation of nominated supervisor.
- 3.4. This designation must be accepted by the nominated supervisor in writing; and maintained on their individual staff file and preschool staff record.
- 3.5. Notification of a change in nominated supervisor must also be made to the ACT Regulatory Authority via School Operations, on 620 58219. This must take place at least 7 days prior to their commencement as nominated supervisor; but not more than 14 days after the nominated supervisor commences work at the school site.
- 3.6. The name of the nominated supervisor must be clearly displayed and communicated for staff, parents, guardians and visitors to the service.
- 3.7. While on site the nominated supervisor may be the responsible person in day to day charge.
- 3.8. When the nominated supervisor is not on site an alternative person must be nominated as the responsible person in day to day charge.

## 4. Responsible Person

- 4.1. A responsible person in day to day charge must be physically present at each preschool site while the service is in operation.
- 4.2. The nominated supervisor or principal generally accepts the role of the responsible person in day to day charge.
- 4.3. Nominated supervisor must designate additional persons to act as responsible persons in day to day charge in their absence.
- 4.4. This designation generally passes to the deputy principal; executive teacher; and preschool teacher.
- 4.5. In the case of an off-site preschool, the responsible person in day to day charge will be delegated to a preschool teacher. When the preschool teacher is away, either a second preschool teacher or the relief teacher, who have accepted the responsibility in writing, will assume the position as the responsible person in day to day charge.
- 4.6. The designation of responsible persons must be accepted in writing and maintained on the staff members individual file and preschool staff record.
- 4.7. The designated responsible person must ensure their name is clearly displayed and communicated with staff, parents, guardians and visitors to the service when acting in this position. This may be achieved through simple signage or a white board, however must be changed to reflect the designated person.

## 5. Educational Leader

- 5.1. Quality Area 7 of the [National Quality Standard](#) outlines aspirations for educational leaders to support and lead the development and implementation of an effective early childhood program and practice within the preschool.
- 5.2. For the educational leader to be successful in the role, it is essential that they need to be supported.
- 5.3. The following skills, knowledge and attributes are considered in nominating and developing the educational leader:

- 5.3.1. Communication and interpersonal skills
  - 5.3.2. Comprehensive knowledge of the theory of early childhood education
  - 5.3.3. Knowledge of leadership theory
  - 5.3.4. Thinking skills
  - 5.3.5. A sense of purpose and direction
  - 5.3.6. Willingness to mentor and support educators
  - 5.3.7. Commitment to learning and participating in professional learning
- 5.4. A principal, deputy principal, executive or preschool teacher may accept the role of educational leader for the preschool. It is recommended that teams acknowledge the importance of early childhood perspectives as a key driver of quality programs and practices within early childhood settings; and designate this role according to identified strengths in the field of early childhood.
- 5.5. The acceptance of the role of Educational Leader must be made in writing and maintained on the staff members file and preschool staff record.
6. The Director, School Improvement is responsible for this procedure.
- 6.1. For support contact The School Operations Branch on 6205 3313 or email [SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)
- 7. Monitoring and review**
- 7.1. The procedure owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.
- 8. Complaints**
- 8.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
- the school principal in the first instance;
  - the Directorate's Liaison Unit on (02) 6205 5429;
  - online at [http://www.det.act.gov.au/contact\\_us](http://www.det.act.gov.au/contact_us);
  - the Director of Early Childhood Policy and Regulation within *Children's Education and Care Assurance* within the Education Directorate via [complaintsCECA@act.gov.au](mailto:complaintsCECA@act.gov.au) ;
  - see also the *Complaints Policy* on the Directorate's website.
- 9. References**
- 9.1. [Education and Care Services National Law \(ACT\) Act 2011](#)
- 9.2. [Education and Care Services National Regulations](#)
- 9.3. [National Quality Standard](#)
- 10. Related Policies and Implementation Documents:**
- 10.1. Preschool Staff cover sheet
- 10.2. Preschool Staff cover sheet – Educational Leader