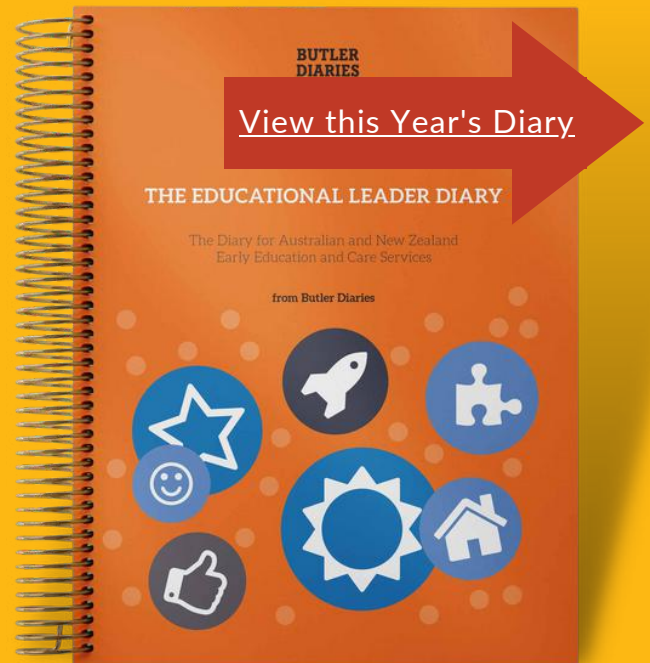




## Look inside the EDUCATIONAL LEADER DIARY

This information ebook is designed to support you in identifying, reflecting on, and documenting how your service operations and practices are linked to:

- Frameworks,
- NQS,
- Theorists,
- Developmental Milestones, and
- Exceeding Themes.



# THE EDUCATIONAL LEADER DIARY



This diary is an indispensable tool for record-keeping and planning for compliance under the NQS. It teaches staff to be vigilant and takes the headache out of creating uniform compliance documentation.

**BUTLER  
DIARIES**



Centre-based service ✓



Family day care services ✓



School aged children ✓



Birth to five ✓

## THIS DIARY IS FOR

- Educational Leaders
- Room Leaders
- Persons in Management or Control

## WORKING IN

- Long Day Care
- OSHC / Occasional Care
- Preschool
- Kindergarten (incl. QLD Kindergarten Program)
- Family Day Care

## IN

- Australia (all States)

## DESIGNED TO BE USED WITH:

- Childcare Centre Diary (all States)
- Nominated Supervisor Diary (all States)
- QLD Weekly Programming and Reflection Diary (QLD only)
- Weekly Programming and Reflection Diary (all States), OSHC Version (all States)
- Central Outdoor Weekly Programming and Reflection Diary (all States)



- ✓ LESS PAPERWORK
- ✓ ALL IN ONE PLACE
- ✓ EASY TO USE
- ✓ PROMPT AND INSPIRE

- ✓ EVIDENCE NQS
- ✓ REDUCE COMPLIANCE CONFUSION
- ✓ QUALITY IMPROVEMENT
- ✓ FAMILY OWNED



# 6 SATURDAY

JANUARY




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WEEKLY CHECKLIST	
Promote clear understanding of the <b>Approved Learning Frameworks</b> and <b>NQS</b> in the program and make connections in the documentation	<input type="checkbox"/>
<b>Service philosophy, vision, policies and procedures</b> are reflected in the curriculum program	<input type="checkbox"/>
<b>Aboriginal and Torres Strait Islander perspectives</b> are supported and promoted	<input type="checkbox"/>
<b>Cultural responsiveness</b> is promoted in the curriculum programming/reflection	<input type="checkbox"/>
<b>Equity, inclusion and high expectations</b> are promoted in the curriculum programming/reflection	<input type="checkbox"/>
<b>Sustainability</b> is promoted in the curriculum programming/reflection	<input type="checkbox"/>
<b>Children's and families' voices</b> are promoted in the curriculum programming/reflection	<input type="checkbox"/>
<b>Children's abilities, interests and needs</b> are responded to and <b>children's agency</b> is promoted in the curriculum programming/reflection	<input type="checkbox"/>
<b>Children's learning outcomes and development progress</b> are observed with a number of methods in the curriculum programming/reflection	<input type="checkbox"/>
<b>Observations (programming and critical reflection)</b> show a cycle of holistic, integrated and interconnected teaching and learning	<input type="checkbox"/>
<b>Child welfare and safety</b> is promoted in the curriculum programming/critical reflection	<input type="checkbox"/>
<b>Educator professional development / training</b> is identified and planned for / followed through with	<input type="checkbox"/>
<b>Educator wellbeing / self-care</b> is encouraged and catered for	<input type="checkbox"/>
<b>Educator issues or concerns</b> are identified, noted and resolved	<input type="checkbox"/>
<b>Changes in policies or procedures</b> are communicated to the team / families	<input type="checkbox"/>
<b>Collaborative leadership principles</b> and practices are enacted, and also encouraged with children and educators	<input type="checkbox"/>

# 7 SUNDAY

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PERSONAL LEADERSHIP REFLECTIONS ON THE WEEK:

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PERSONAL LEADERSHIP GOALS FOR NEXT WEEK:

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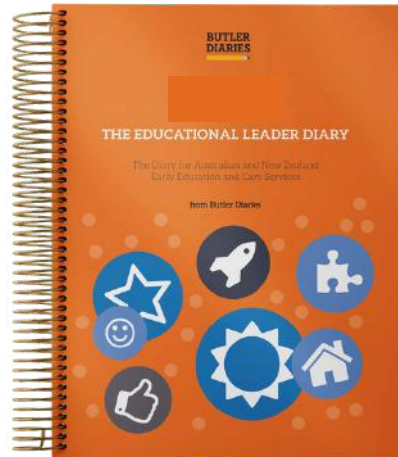


# THE EDUCATIONAL LEADER DIARY

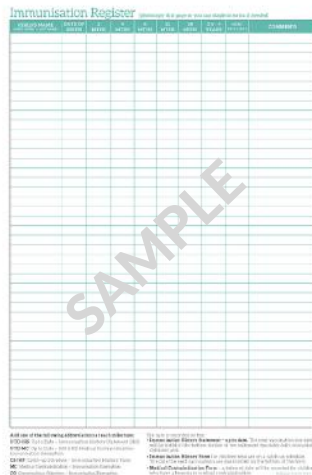


**A4 HARD COVER WITH SPIRAL BINDING**

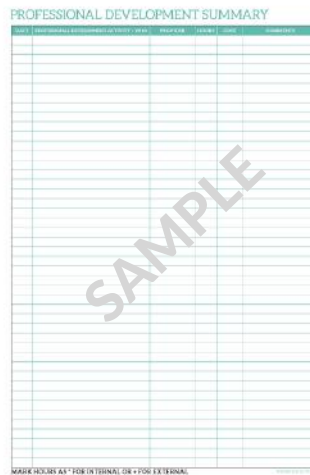
## LOOK INSIDE FRONT PAGES



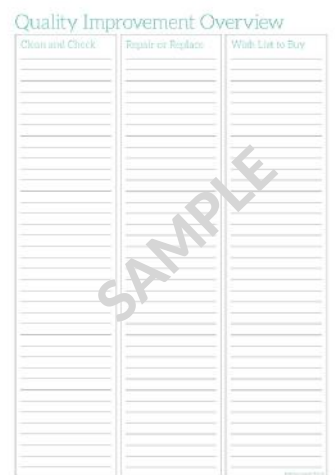
**WHAT'S IN THE FRONT PAGES?**



**IMMUNISATION REGISTER**



**PROFESSIONAL DEVELOPMENT SUMMARY**



**QUALITY IMPROVEMENT OVERVIEW**



\*These pages are sample pages only, some changes in design or layout may be present in the physical diary.



# THE EDUCATIONAL LEADER DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### FRAMEWORKS

- Supports you in making decisions around **Approved Learning Frameworks** with overview pages, a daily record of reflective discussions on frameworks, including action items, and a weekly checklist on ALF understanding and implementation by staff.

### THEORETICAL LINKS

- By creating an **evidence record of how staff are embedding quality areas through checklists, QIP notes, and reflective discussions**, you are supporting educators and your service in meeting quality standards. The National Quality Standards are built around evidence from theories of Early Childhood Development. With each area, you are applying top theories to guide your practice.
- Dewey emphasised the importance of children's cultural worlds. **Cultural celebration** is supported by a cultural and special day calendar for planning and weekly cultural awareness checklist.
- Bronfenbrenner emphasised the importance of **interactions between environmental factors** on children's development. Interactions with educators and families are recorded daily and through a weekly checklist.

### DEVELOPMENTAL MILESTONES

Supports you in assisting your staff implement NQS, which links with children's development:

- physical (QA 1, 2, 3, 5, 6),
- social (QA 1, 5, 6),
- emotional (QA 1, 2, 5, 6),
- cognitive (QA 1, 5),
- language (QA 1, 5, 6, 7), and
- seeking advice when needed (QA 1, 5, 6, 7).



### COVERS:

- EYLF
- MTOP
- QKLG
- Te Whariki
- Theorists
- Developmental Milestones
- NQS



# THE EDUCATIONAL LEADER DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### NATIONAL QUALITY FRAMEWORK

#### Compliance under NQS

Supports general compliance with NQS:

- With an **evidence record** for NQS reflective discussions and QIP notes
- By encouraging **reflection and goal setting** supported by compliance overview pages
- With a **summary of NQS** and a **weekly checklist** that ensures staff have a clear understanding
- By assisting you in meeting your educational leader responsibilities with a **consistent process for working with rooms, educators, and families**

#### QA1 Educational program and practice

- Supports you in assisting your team's implementation of **approved learning frameworks** through daily records and a weekly checklist (**QA1.1.1**)
- Promotes a child-centred program through weekly checklist prompts (**QA1.1.2**)
- Supports you in assisting staff to **optimise opportunities** for children's learning through daily reflective discussions (**QA1.1.3**)
- Ensures staff are implementing **intentional teaching** through a consistent system for assessing programs and practice and a weekly checklist (**QA1.2.1**)
- Promotes **responsive teaching** and scaffolding through a weekly checklist covering children's interests (**QA1.2.2**)
- Prompts fostering **children's agency** through a weekly checklist (**QA1.2.3**)
- Assists you in **supporting your staff** to embed a **cycle of planning**, including observations, documentation, planning and reflection with a weekly checklist (**QA1.3.1**)
- Prompts critical reflection with **daily reflective discussion** notes and follow up actions recorded (**QA1.3.2**)
- **Families' voices** and keeping families informed are supported through a weekly checklist and daily family communication (**QA1.3.3**)

#### COVERS:

- 1.1.1 Approved Learning Framework
- 1.1.2 Child-centred
- 1.1.3 Program learning opportunities
- 1.2.1 Intentional teaching
- 1.2.2 Responsive teaching and scaffolding
- 1.2.3 Child directed learning
- 1.3.1 Assessment and planning cycle
- 1.3.2 Critical reflection
- 1.3.3 Information for families



# THE EDUCATIONAL LEADER DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### NATIONAL QUALITY FRAMEWORK

#### QA2 Children's health and safety

- Supports each child's health with a **weekly checklist on child welfare and safety** to sight in educators' programs (**QA2.1**)
- Promotes adequate **health practices and procedures, supervision, and incident and emergency management** through a weekly checklist to sight educators' use of policies and procedures in their programs and to ensure changes are communicated across the service (**QA2.2**)

#### COVERS:

- 2.1 Health
- 2.2 Safety

#### QA3 Physical environment

- Supports maintaining **physical environments** to ensure they fit for purpose and are kept safe and clean with a **QIP** Clean, Check, Repair, Replace, and Buy record (**QA3.1.1, QA3.1.2**)
- Supports engagement with **sustainable practices** with a sustainability dates calendar and a weekly sustainability checklist point (**QA3.2.3**)

#### COVERS:

- 3.1.1 Fit for purpose
- 3.1.2 Upkeep
- 3.2.3 Environmentally responsible

#### QA4 Staffing arrangements

- A daily record of how children's learning and development are being supported enables effective decision-making on staff organisation (**QA4.1.1**)
- Supports efforts to ensure **continuity of staff** with staff leave planner (**QA4.1.2**)
- Supports **collaboration and staff learning from one another** through a record of professional development areas identified, daily reflective discussions, meetings, and a professional development summary (**QA4.2.1**)
- Supports you in assisting staff to meet **professional standards** on programming and practice (**QA4.2.2**)

#### COVERS:

- 4.1.1 Organisation of educators
- 4.1.2 Continuity of staff
- 4.2.1 Professional collaboration
- 4.2.2 Professional standards



# THE EDUCATIONAL LEADER DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### NATIONAL QUALITY FRAMEWORK



#### QA5 Relationships with children

- Educators' **relationships with children** are generally prompted through a daily record of programming and practice discussions against NQS and frameworks, actions taken, and a weekly checklist (**QA5.1, QA5.2**)

#### COVERS:

- 5.1 Relationships between educators and children
- 5.2 Relationships between children

#### QA6 Partnerships with families and community

- Prompts **families' engagement and respect of their views** throughout the service through daily communication records and a weekly checklist on changes being communicated to families and family voices being embedded in programs (**QA6.1.1, QA6.1.2**)
- Promotes access and participation through **effective partnerships** with families and staff through a system that supports consistent practice (**QA6.2.2**)
- Supports the service in **building relationships** and engaging with the community with a diversity dates calendar and cultural awareness checklist point (**QA6.2.3**)

#### COVERS:

- 6.1.1 Engagement with the service
- 6.1.2 Parent views are respected
- 6.2.2 Access and participation
- 6.2.3 Community engagement



# THE EDUCATIONAL LEADER DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### NATIONAL QUALITY FRAMEWORK



#### QA7 Leadership and service management

- Promotes the centre's **statement of philosophy guiding practice** and planning through a weekly checklist (**QA7.1.1**)
- Supports you in implementing **management systems** to ensure a quality service through a consistent system for supporting educators' in meeting approved frameworks and NQS (**QA7.1.2**)
- Supports you in ensuring **roles and responsibilities** are understood with daily records of collaborative discussions with staff (**QA7.1.3**)
- Promotes **continuous improvement** with an effective system for promoting self-assessment and implementing quality improvements through daily reflective discussions and QIP notes (**QA7.2.1**)
- Supports the **educational leader** lead the development and implementation of the educational program and assessment and planning cycle (**QA7.2.2**)
- Supports you in the development of a **professional team** through daily performance evaluation and records of professional development to support learning and development (**QA7.2.3**)

#### COVERS:

- 7.1.1 Service philosophy and purpose
- 7.1.2 Management systems
- 7.1.3 Roles and responsibilities
- 7.2.1 Continuous improvement
- 7.2.2 Educational leadership
- 7.2.3 Development of professionals



Use this diary in conjunction with our suggested diaries to evidence against more National Quality Standards and Elements.

# THE EDUCATIONAL LEADER DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

#### THEME 1

##### **Embedded in Service Operations**

Our Educational Leader Diaries are designed to support and promote **consistent and intentional practices** through an ongoing process that involves all educators and families.

#### THEME 2

##### **Informed by Critical Reflection**

To ensure your practices are informed by critical reflection, our diary includes **reflective discussions with staff, goal setting, and professional development planning** to promote ongoing analysis, that goes beyond evaluation and review and drives continuous improvement.

#### THEME 3

##### **Shaped by Meaningful Engagement with Families and/or the Community**

Our diary supports meaningful engagement with families and the community by encouraging **input and keeping families involved in service decisions** through a daily correspondence record, diversity dates calendar, and weekly checklist.

ORDER YOUR DIARY  
[WWW.BUTLERDIARIES.COM](http://WWW.BUTLERDIARIES.COM)



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# THE EDUCATIONAL LEADER DIARY



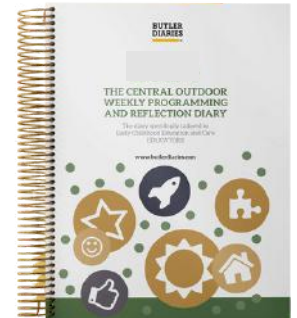
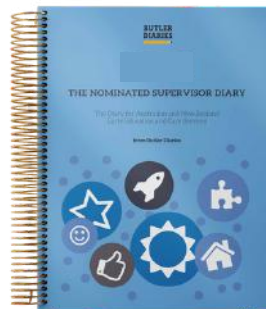
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## RESOURCES TO SUPPORT YOUR EDUCATORS



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### DIARIES



### JOURNALS & WORKBOOKS



### AND MORE



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**Information sourced from:**

ACECQA - [About Exceeding](#)

ACECAQ - [National Quality Standard](#)

Australian Government - [Developmental milestones and the EYLF and NQS](#)

Australian Government - [The Early Years Learning Framework for Australia](#)

Australian Government - [My Time, Our Place](#)

Queensland Curriculum & Assessment Authority - [Queensland Kindergarten Learning Guideline](#)

**Disclaimer:**

Butler Diaries provide evidence for some, but not all parts of frameworks and NQS. Butler Diaries cannot promise our products will get you a better assessment. This information is general information only and must be considered inside the context of your own practices and service operations.