

Position Description

Position Title: Room Leader

Reporting to: Educational Leader, Assistant Coordinator, Centre Coordinator

Qualifications:

- Diploma Early Education and Care/Children's Services, or higher.
- Current First Aid Certificate (renew at least every three years).
- Current Child Protection Training (renew every 12-24 months).
- Current Food Safety Training (renew at least every three years).
- Current Working with Children Check (renew every three years).

Responsibilities and Duties.

- Provide pedagogical leadership to ensure quality care and educational programs for children, direction, support and continuous learning for staff.
- Act in the best interest of the service at all times.
- Ensure you meet all requirements as a Responsible Person.
- Provide a high quality and inclusive service, for families, children and the community.

In relation to children-

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Be aware of each child and their health, medical and cultural requirements and needs, in particular medical conditions and allergies.
- In relation to a child's medication requirements, ensure that you have reported to the Centre Coordinator and colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide effective supervision of the children, and work towards supporting colleagues in achieving the same.
- Have a thorough understanding of child development, Early Childhood Education and Care.
- Be a passionate educator and strive to achieve goals for children and ensure our 'Service' philosophy is reflected in daily practice.
- Lead your team in the collection, recording and evaluation of children's records and observations, as required by Department of Communities and National Quality Standard.
- Communicate with the children in an open manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and/or Framework For School Age Children and utilise to inspire independent learners.
- Be aware of your responsibilities concerning all Child Protection issues.

In relation to families-

- Follow Keiki's Professional Code of Conduct (available on SharePoint) to guide all interactions with families.
- Be courteous and helpful to the families in the Service.
- Look for opportunities within the Service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Centre Coordinator.
- Be familiar with all families; greet all families on a friendly and personal basis. This will ensure mutual trust and open communication.

- Attend family events held at the service.
- Attend parent and family meetings as requested by the Centre Coordinator or parents.
- Encourage parents and families to participate in service decision-making and experiences.
- Ensure that all information regarding children enrolled at Keiki Early Learning and their families is confidential.

In relation to colleagues

- Lead, inspire and support your team to provide a high quality, educational and positive environment and program for children and families.
- Implement the room's routine and the service's procedures.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Educational Leader, Assistant Coordinator and Centre Coordinator and other colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard.
- Guide room staff in observing and planning for individual children and the total learning environment.
- Collaborate with room staff to ensure that the program is continually improving.
- Work as a team, collaborating with all employees throughout the service, following the Professional Practice Policy (available on SharePoint)
- Assist in ensuring that your room is aesthetically pleasing and supports family involvement and represents each child and their needs and interests.
- Participate in the service's performance appraisals and staff reflection activities.
- Participate in professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the Service. Aim to tap into this wealth of knowledge and incorporate ideas into your own experiences.
- Be familiar with the Grievance Policy (included in Policy File) and aim to discuss any concerns or incidents to the Centre Coordinator for further support.

In relation to the Educational Program

- Ensure that your room is organised to support family involvement and represents each child and their needs and interests.
- Plan, implement and evaluate the program (in consultation with your colleagues, and the Centre Coordinator if needed).
- Maintain the developmental records of each child in your room.
- Know and implement the Early Years Learning Framework in your program and documentation, including Outcomes, Practices, and Principles.
- Ensure the indoor and outdoor environment promotes commitment to continual improvement to the quality of care and experience each child and family receives.
- Ensure that the program is continually improving.
- Organise any project materials, interest areas and general preparation of the room.
- Regularly evaluate, monitor and update the program to provide for an interesting and challenging environment and intentional learning activities for each child /groups of children is delivered regularly (consulting with colleagues to provide variety and input from various perspectives).
- Participate in regular professional development opportunities.

In relation to the service

- Maintain a sound and current understanding of the National Quality Standard.
- Maintain a working knowledge of the Early Years Learning Framework and Framework for School Age Children.
- Maintain awareness of current issues in children's services.

- Demonstrate professional level of written and verbal communication skills.
- An understanding of Child Protection legislation and its implications for the care and protection of children and staff.
- Provide ongoing support and assistance to the Educational Leader in related procedures.
- Develop a working relationship with colleagues to ensure the effective operation of the Service.
- Attend staff meetings when required.
- Assist in maintaining the room's routine and procedures in respect of daily checklists, programming and record keeping.
- Ensure that you are ready to start and on time for your rostered shift, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Encourage and maintain effective communication between yourself, colleagues and families.
- Assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Immediately report all maintenance, O.H&S, and safety concerns to the Centre Coordinator for follow-up.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Assist in providing an environment that is safe, fun, interesting and appealing.
- Always maintain confidentiality and adhere to the Service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- Support and assist with the review of the Quality Improvement Plan through critical reflective thinking and related documentation.
- And any other duties, as specified by the Centre Coordinator, General Manager of Operations and Employment and the Owner.

Key Performance Indicators

(expected work standard)

- Display appropriate leadership qualities.
- Be aware of and maintain correct adult to child ratios at all times.
- Thorough knowledge, understanding and compliance of service Philosophy, Policies and Procedures ensuring they guide your daily practice.
- Thorough knowledge, understanding and compliance of Early Education and Care National Law and Regulations.
- Thorough knowledge, understanding and compliance of the National Quality Standards and National Quality Frameworks.
- Thorough knowledge, understanding and compliance of your obligations under Child Protection Legislation.
- Respond to children in a caring and supportive manner at all times.
- Respond to families in a welcoming and friendly manner at all times.
- Demonstrate a thorough understanding of child development.
- Demonstrate and role model appropriate behaviour by working well within your team and treating all colleagues with respect.
- Display a commitment to learning and be proactive in accessing professional learning opportunities.
- Mentor and support all co-workers, in particular new graduates and students during placement, in the room to ensure they are responsive and attentive to children's safety, daily needs and interests.
- Carry out, support and encourage critical reflective thinking by regularly identifying, exploring and documenting your own thoughts, feelings and experience relating to the educational program and everyday practice.
- Participation in the educational program, through documented learning, contributing to the room environment and planning.

For more information about the Children's Services Award 2010 [CLICK HERE](#). Each service has a copy of the Award available for all employees.