

CHILDHOOD EDUCATOR – ROOM LEADER

POSITION DESCRIPTION



Position Summary

The Room Leader will be responsible for management of the day-to-day operation of the assigned room, including providing leadership and support to educators and staff within the team in accordance with relevant regulations, policies and procedures. In collaboration with the Educational Leader assist with the development, implementation and reflection of the educational program to provide a high-quality program for all children and families.

Position Details

Title:	Early Childhood Educator – Room Leader		
Classification:	Band 4	Position Number:	
Category and status:	Temporary Part Time (Maternity Leave)		
Reports to:	Gannawarra Shire Children’s Centre Coordinator		
Supervises:	Early Childhood Educators		
External relationships:	Parents, Guardians and their children		
Date PD approved:	April 2024		

Position Key Responsibilities

Education and care	<ul style="list-style-type: none"> • Ensure a safe, stable, secure and hygienic environment for the children • Deliver quality play and learning experiences to the children guided by daily programs • Respond appropriately to children’s behaviour, developmental needs and special needs • Undertake and record observations on the children • Work with the Educational Leader to develop quality improvement plans
Program & Planning	<ul style="list-style-type: none"> • Lead the development, documentation, and implementation of education programs based on approved learning frameworks • Demonstrate sound written documentation to support team and individual reflective practice • Ensure educators establish strong and respectful relationships with children • Engage and mentor educators in building collaborative and supportive relationships with families • Comprehensive knowledge and application of the Early Years Learning Framework (EYLF) Belonging, Being and Becoming and Victorian Early Years Learning and Development Framework (VEYLDF) through an emergent play based curriculum
Compliance	<ul style="list-style-type: none"> • Adherence to the National Quality Framework by ensuring compliance in line with the Education and Care Services National Regulations 2012 and the Education and Care Services National Law Act 2010 • Understanding and adherence of the organisational context including policies, procedures, and practices • Ensure children’s health and safety is maintained at all times • Ensure that the physical environment is safe, suitable and promotes children’s learning • Understand and have the ability to manage rostering arrangements
Communication	<ul style="list-style-type: none"> • Communicate to team changes and new or changed policies, practices and procedures • Keep up-to-date with organisation emails and action as required

	<ul style="list-style-type: none"> • Be encouraging of change as part of continuous improvement • Develop positive relationships with parents and carers • Discuss children's development/observations with parents/carers
Teamwork	<ul style="list-style-type: none"> • Work co-operatively with all Children's Service staff • Participate in the building of a positive culture within the team
Relationships	<ul style="list-style-type: none"> • The incumbent must be able to build and maintain open, supportive and collaborative relationships with children, families, colleagues and the broader community
Responsible Person conditions	<ul style="list-style-type: none"> • Be 18 years or older • Have adequate knowledge and understanding of the provision of education and care to children • effectively supervise and manage an education and care service • Consent to the role of the Responsible Person • Agree and be willing to be placed in day-to-day charge

Position Organisational Responsibilities

Leadership	Position will provide leadership to the Early Childhood Educators.
Strategy and policy	Not applicable
Budget	Not applicable
Internal meetings	Position will be required to participate in regular team meetings.
External collaboration	Position may be required to represent Council in a range of forums including industry networks, government/agency workshops etc.
Risk management	Position is responsible for identifying and minimising risk to children, staff and visitors to the kinder/long day care centre and for ensuring that all OH&S obligations are met.
Corporate records	Position is responsible for the accurate, timely and secure storage of all Kinder/long day care centre records under their control.
Legislative framework	<p>Position is responsible for adherence to the National Education and Care Law and associated regulations:</p> <ul style="list-style-type: none"> • Education and Care Services National Law (2010) • Education and Care Services National Regulation (2011) • National Quality Standard (NQS) • Early Years Learning Framework (EYLF) • ECA Code of Ethics • Child Protection legislation
Customer Service	Position is accountable for own adherence to the Customer Service Charter.
Council values	Position will demonstrate and encourage behaviour in line with Council values.
Behaviour	Will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Not applicable
OH&S	<ul style="list-style-type: none"> • Position is responsible for the health, safety and welfare of all employees (including self), children, students on placement, volunteers, contractors, visitors and members of the public who may be affected by our work • Abide by all organisation OHS policies and procedures – • Report all incidents to the Health and Safety Representative (HSR) or Manager Children's Services • Support and participate in organisation OHS campaigns • Carry out work in a safe manner at all times

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The Room Leader will be accountable for the quality of care provided in their room and for the provision of professional and courteous service to the families/carers of the children under their care. The Room Leader has authority to provide direction to the Early Childhood Educators working in their room and is accountable for the accurate and timely completion of all room records.
Judgement and decision making	The Room Leader will have sound judgment in the development of educational program relevant to the children under their care. Guidance and advice will always be available from the supervisor, educational leader or kindergarten teachers. Sound judgment in relation to the safety and security of children is also required.
Specialist skills/knowledge	Knowledge of the needs and developmental stages of young children and a basic knowledge of Children's Services Act and regulations is required.
Management skills	Position must be able to manage time, prioritise, organise and plan own work and that of their team.
Interpersonal skills	Position must be able to communicate effectively with parents, carers, other staff and children.
Qualifications/experience	Diploma in Early Childhood Education or equivalent. Current First Aid qualifications which comply with the requirements of the Children's Services Act. Current Working With Children Check and Child Protection Training.

Selection Criteria

Qualifications	Diploma in Early Childhood Education & Care or higher, Current First Aid qualifications which comply with the requirements of the Children's Services Act. Current Working With Children Check.
Experience	Relevant experience in Early Childhood Education, leadership experience would be an advantage
Communication	Proven ability to communicate effectively with parents, carers, other staff and children
Organisational skills	Demonstrated initiative and the ability to organise work and set priorities.
Teamwork	Proven capacity to work as part of a team and be adaptable and flexible

Acceptance of Position Description		
Approved: Acting Director Community Wellbeing	Signature:	Date: 5/4/2024
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description: Childhood Educator – Room Leader
Altus ECM reference: INT24/7E17837
Position Description developed: 10/2014
Position Description reviewed: 04/2024