

ROOM LEADER

POSITION:	Educator – Room Leader
QUALIFICATIONS:	Diploma of Early Childhood Education and Care (or previous equivalent) Current Senior First Aid certificate Working with Children Check Approved anaphylaxis and emergency asthma management training
APPOINTMENT:	To work alongside and support the teaching staff of the Service. To always adhere to the Education and Care Services National Regulations under the Education and Care Services National Law, child protection regulations as well as the policies, goals and philosophy of the Service. To uphold the 'National Quality Framework' and 'National Quality Standards' as per the 'Service's' Philosophy, goals, policies and procedures.

DUTIES

IN RELATION TO THE CHILDREN

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same.
- Be a passionate educator and strive to achieve 'Service' goals (as outlined in Policy Manual) and ensure our 'Service' philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and the National Quality Standard, and ensure all educators in your room are complying with these requirements.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and utilise to inspire independent learners.

IN RELATION TO 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, and fund raising and parent committees.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Director.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to the Director 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.

- To attend parent meetings as requested by the Director or parents.
- To share information with the family relating to their child and the daily activities of the Service.
- To support and provide families with information in regards to family and community needs.
- To encourage families to participate in Service decision-making and experiences.
- Ensure the Day Book and assist Educators as necessary, ensuring that this valuable communication tool is being fully utilised as a means of reporting to families

IN RELATION TO COLLEAGUES

- 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 Director and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standards.
- Assist the Educational Leader and guide room staff in observing and planning for individual children and the total learning environment.
- Assist the Educational Leader and collaborate with room staff to ensure that the program is continually improving.
- Work as a team, sharing room responsibilities.
- Communicate with colleagues in a respectful and professional manner.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the service's annual staff appraisals and staff reflection activities.
- Participate in the Service's annual professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the Service. Every staff member is unique and has something to offer- aim to tap into this wealth of knowledge and incorporate ideas in your own experiences.
- Be familiar with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Director for further support.
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.

IN RELATION TO THE PROGRAM

- Work with the Educational Leader in planning, implementation and evaluation of the program (in consultation with the colleagues, and the Director if needed).
- Assist the Educational Leader to maintain the developmental records of each child in your room.
- Know and implement the Early Years Learning Framework in your program and records, including Outcomes, Practices, and Principles.
- Assist the Educational Leader and Director with the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.
- Assist in ensuring that the program is continually improving.
- Under the guidance of the Educational Leader, organise any project materials, interest areas and general preparation for the room.
- Regularly evaluate, monitor and rotate the program so as to provide for an interesting and challenging environment (consulting with colleagues to provide variety and input from various perspectives).
- Participate in at least 4 in-services a year to support your professional development.

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.
- Maintain awareness of current issues in children's services.
- Demonstrated ability to work in partnerships with families.
- Demonstrated professional level of written and verbal communication skills.
- An understanding of Child Protection legislation and its implications for the care and protection of children.
- An understanding of Occupational Health and Safety legislation and safety issues relating to children and staff.
- Provide ongoing support and assistance to the Educational Leader in related procedures.
- Assist the Director in maintaining the Quality Improvement Planning routine
- Inform the Director of any issue arising that may compromise the children's health, safety, or wellbeing, or the efficient operation of the Service.
- Any other duties, within the scope of the position, as specified by the Director.
- Support the Service's programming promoting commitment to continual improvement to the quality of care provided within your room.
- Follow, and guide and support room colleagues to follow housekeeping practices which ensure that equipment is maintained at an optimal level.
- 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.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Assist in providing an environment that is safe, interesting and appealing.
- Always act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.)
- To attend regular staff meetings.
- To report any maintenance issues to the coordinator.
- To assist with the cleaning of toys/ equipment and general cleaning of the service.
- Complete general daily and weekly checklists as required.