

# Early Years Educator- Room Leader

<b>Reports to</b>	Centre Director, Early Years at MC Square	<b>Key Relationships or Direct Reports</b>	Centre Director Early Years at MC Square, Children and Family Services team, children, parents and families, community.
<b>Classification</b>	Band 4		
<b>Position Number</b>	222508		

## What will you do?

Provide a high quality centre based program for a group of children by ensuring a safe, happy and stimulating environment which meets the overall needs of children and families enrolled at the Centre.

### Service Delivery

- Develop, implement and conduct a quality indoor/outdoor play based program in conjunction with the Early Childhood Educators.
- Meet the individual needs of each child.
- Provide a safe, nurturing environment for all children.
- Provide a diverse and interesting range of activities.
- Supervise children to ensure that appropriate standards of health, hygiene and safety are maintained.
- Assist in maintaining the indoor and outdoor physical environment of the Centre in a safe clean and attractive condition.

### Systems and process

- Understanding of the National Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF).
- Knowledge of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.
- Demonstrated understanding of the National Quality Framework.
- Provide high quality care in accordance with the centre policies.

### People

- Develop and maintain positive relationships with children, families, colleagues and the broader community.
- Encourage parent/guardian participation and involvement in the Centre activities relevant to the care of their children.
- Work within a team approach to provide support, encouragement and supervision of Early Childhood Educators, students and volunteers.

## Who are you?

- You have proven skills in preparation and implementation of developmentally appropriate programs for children.
- You have an understanding of the National Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF).
- You have knowledge of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.
- You have a demonstrated understanding of the National Quality Framework.
- You act in a professional manner and maintain confidentiality at all times

## What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step-up in times of need.

# Early Years Educator- Room Leader

## What are your key responsibilities?

<b>Service delivery</b>	<ul style="list-style-type: none"><li>• Provide a high quality centre based program for a group of children by ensuring a safe, happy and stimulating environment which meets the overall needs of children and families enrolled at the Centre.</li><li>• Develop, implement and conduct a quality indoor/outdoor play based program in conjunction with the Early Childhood Educators.</li><li>• Meet the individual needs of each child.</li><li>• Provide a safe, nurturing environment for all children.</li><li>• Provide a diverse and interesting range of activities.</li><li>• Supervise children to ensure that appropriate standards of health, hygiene and safety are maintained.</li><li>• Assist in maintaining the indoor and outdoor physical environment of the Centre in a safe clean and attractive condition.</li></ul>
<b>Systems and process</b>	<ul style="list-style-type: none"><li>• Understanding of the National Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF).</li><li>• Knowledge of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.</li><li>• Demonstrated understanding of the National Quality Framework.</li><li>• Provide high quality care in accordance with the centre policies.</li></ul>
<b>People</b>	<ul style="list-style-type: none"><li>• Develop and maintain positive relationships with children, families, colleagues and the broader community.</li><li>• Encourage parent/guardian participation and involvement in the Centre activities relevant to the care of their children.</li><li>• Work within a team approach to provide support, encouragement and supervision of Early Childhood Educators, students and volunteers.</li></ul>

# Early Years Educator- Room Leader

## What are the key requirements?

<b>Accountability and extent of authority</b>	<ul style="list-style-type: none"> <li>• Directly responsible for a group of children and their daily overall programme.</li> <li>• Accountable in providing a high quality centre based program for a group of children by ensuring a safe, happy and stimulating environment which meets the overall needs of children and families enrolled at the Centre.</li> <li>• Work within a team approach to provide support, encouragement and supervision of Early Childhood Educators, students and volunteers.</li> </ul>
<b>Judgement and decision making</b>	<ul style="list-style-type: none"> <li>• Problem solving skills are required to resolve particular issues relating to the children in your care.</li> <li>• Develop, implement and conduct a quality indoor/outdoor play based program in conjunction with the Early Childhood Educators.</li> <li>• Supervise children to ensure that appropriate standards of health, hygiene and safety are maintained.</li> <li>• Assist in maintaining the indoor and outdoor physical environment of the Centre in a safe clean and attractive condition</li> </ul>
<b>Specialist knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Proven skills in preparation and implementation of developmentally appropriate programs for children.</li> <li>• Understanding of the National Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF).</li> <li>• Knowledge of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.</li> <li>• Demonstrated understanding of the National Quality Framework.</li> <li>• Understanding of the role of the Educational Leader for the service.</li> <li>• Understanding of the roles and responsibilities of the centre nominees.</li> <li>• Understanding the requirements and benefits of working in a team.</li> </ul>
<b>Management skills</b>	<ul style="list-style-type: none"> <li>• Ability to manage time, plan and organise own work.</li> <li>• Leadership and mentoring skills.</li> <li>• Ability to provide guidance, advice and basic training of other staff in routine matters</li> </ul>
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>• Appropriate interpersonal communication skills.</li> <li>• Positive attitude.</li> <li>• Ability to operate in a flexible manner.</li> <li>• An interest in and a concern for the wellbeing and safety of children.</li> </ul>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Diploma of Children's Services (Approved qualification).</li> <li>• Experience in working in a team environment.</li> <li>• Experience in working in the Early Childhood field.</li> <li>• Experience in working with children with additional needs.</li> <li>• A valid Victorian Working with Children Check.</li> <li>• First Aid accredited certificate</li> <li>• Approved Anaphylaxis Management certificate</li> </ul>

## Early Years Educator- Room Leader

- |  |                                                                                                                                                                                                   |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• Approved Emergency Asthma Management certificate</li><li>• Current Police Check</li><li>• Recommended Flu Vaccination and Immunisation Schedule</li></ul> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|