|  |  |
| --- | --- |
| **TITLE:** | Room Leader |
| **CLASSIFICATION:** | Band 2 Level 2 |
| **REPORTS TO:** | Centre CoOrdinator |
| **DIRECT REPORTS:** | Educators |
| **DATE REVIEWED:** | August 2021 |

***This is not a static document. Management reserves the right to review and amend this position description in consultation with the position holder from time to time as the need arises.***

***This position is “Child Related Employment” and it is an offence for a prohibited person to apply.***

***All applicants will be required to consent to a Working with Children and National Police Check.***

## JOB SUMMARY

Manage and coordinate the day-to-day operation of the room, whilst delivering high quality, customer focused early childhood educational experiences and care to children.

Lead, guide and support a team of educators to provide safe, stimulating, and educationally appropriate programs, activities, and environments that are based on the National Quality Framework, National Quality Standard, Early Years Learning Framework, children’s interests, age, and developmental needs.

## COUNCIL’S CORE VALUES

Council staff are committed to delivering value to our community by aligning to our core values of Accountability, Communication, Effective Leadership, Integrity and Teamwork. The abbreviated mantra "**ACE IT**" represents who we are as an organisation, these core values are the guiding principles for how we carry out our duties and interact with our community.



## ORGANISATIONAL RELATIONSHIPS

## SPECIFIC ACCOUNTABILITIES

### **ROOM LEADER**

* + Provide and advocate for high-quality, customer focused care and education for the children.
  + Take on all duties and responsibilities of the Nominated Supervisor when required.
  + Manage and coordinate the day-to-day activities and operation of the allocated room (0-2 years or 3-5 years), implementing daily routines and maintaining ongoing records of children’s development in order to provide high quality educational experiences.
  + Lead, guide, and support educators to plan, implement and evaluate a play-based programs that are suitable to the individual needs, emerging skills, age, and interests of children, to create safe, supportive, stimulating, and educational environments.
  + Design, critically reflect, and continually review all aspects of play-based educational programs in collaboration with staff, ensuring alignment with the National Quality Standards and Early Years Learning Framework.
  + Collect, record, and evaluate records of the child’s development and daily information in accordance with the standards and regulations, ensuring all educators within the service comply.
  + Work in accordance with the requirements of the Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations, the National Quality Standard for Early Education, and Care and the Code of Ethics of the Early Childhood Australia.
  + Ensure that the children are adequately supervised in a safe, supportive, stimulating, and educational learning environment.
  + Communicate effectively with families regarding children’s developmental needs utilising a range of communication methods to meet individual preferences, encouraging families to actively contribute to the community of the centre.
  + Ensure decision making contributes to each child’s learning and assists children to enhance their connection with community, wellbeing, confidence as learners, and effectiveness as communicators.
  + Assist Educators with the development and implementation of behaviour support strategies for children.
  + Assist the centre coordinator with the continual review and updating of the Quality Improvement Plan, ensuring that the centre meets the national quality standards in all areas and strives to exceed the quality standards.
  + Uphold compliance with Council’s Child Protection Policy as a mandated reporter.
  + Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, professionalism, equity, and fairness.
  + Attend meetings as required and actively contribute through shared observations and the sharing of new ideas.
  + Maintain the confidentiality of children, families, and other staff at all times.
  + Provide leadership that maintains a harmonious and effective team environment.
  + Give and receive regular feedback to enable performance to be improved and ensure individuals receive the support and tools they need to perform to the best of their ability.
  + Lead by example, mentoring, coaching, and supporting staff in a positive way to achieve their goals and the objectives of Council, ensuring you also celebrate individual and team successes.
  + Ensure the coordinator is informed of all problems arising which could affect the children, service approval or rating, regulatory and legal compliance, or the overall efficiency of the service.

### **WORK, HEALTH AND SAFETY**

* + Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
  + Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others.
  + Report any potential hazards, incidents, or injuries to Supervisor and WHS Adviser within 48 hours.
  + Participate in any applicable WHS consultation arrangements.
  + Complying with any Return-to-Work Plan if injured and support rehabilitation in the workplace.
  + Correctly use all personal protective equipment.
  + Comply with emergency and evacuation procedures and site rules if applicable.
  + Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
  + Correctly use all personal protective equipment.
  + Comply with emergency and evacuation procedures and site rules if applicable.

### **General**

* + Actively share information and knowledge with relevant staff.
  + Deliver the accountabilities and meet milestones, performance targets and service levels within your role.
  + Comply with the plans, policies, and procedures of Council and the service.
  + Ensure accurate records are maintained in Council’s corporate records management system as appropriate.
  + Ensure timely attention to and reporting of matters requiring corrective action.
  + Actively liaise with other Council staff, work collaboratively across the organisation, and contribute to a positive workplace culture.
  + Contribute to a positive work environment within the team, business unit, and the workplace.
  + Foster a culture of high performance, supporting others to deliver operational objectives.
  + Undertake relevant training to improve performance of the individual, the organisation, and to meet mandatory and/or compliance requirements.
  + When responding to customer enquiries both verbally and in writing, ensure that the information provided is accurate and in accordance with Council’s policies, guidelines, and relevant legislation inclusive of the Privacy Act.
  + Exhibit Council’s core values in all that you do and say, demonstrating behaviours that are above the line and setting a positive example that inspires staff around you to do the same.
  + Undertake any other duties as requested by Council within the skills and experience of the jobholder.

## SELECTION CRITERIA

### **Essential Criteria**

* Tertiary qualifications at AQF Level 5 (Diploma) or higher in Early Childhood Education and Care
* Previous experience in a similar supervisory role within an early learning environment
* Genuine interest in the education of children and a desire to encourage and support families and children in our community with the ability to foster sincere, responsive relationships with children.
* Clearance to work with children as verified through a current Working with Children Check (WWCC)
* High level knowledge of early learning principles, teaching practices and standards of child development, observationally based program planning, and behaviour management
* Comprehensive working knowledge of the Education and Care Services National Regulations 2011, National Quality Framework (NQF), National Quality Standard (NQS), and Early Years Learning Framework (EYLF)
* Outstanding interpersonal, oral, and written communication, consultation, negotiation and advocacy skills with the demonstrated ability to develop and maintain relationships and effective partnerships with children, families and the community
* Demonstrated leadership skills to manage and motivate staff to work effectively both as individuals and as part of the team, while maintaining a positive team culture
* Proven ability to independently research, think analytically and plan work with the problem-solving skills to apply your specialised knowledge and experience to develop potential options and recommendations for resolution
* Well-developed organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities in order to meet operational outcomes
* Knowledge of and commitment to the principles of workplace health and safety (WHS)

### **Desirable Criteria**

* Tertiary qualifications at AQF Level 7 (Degree) in Education (Early Childhood)
* Current First Aid Certificate including asthma and anaphylactic management
* Sound skills across Microsoft Office applications with high level computer literacy

## CONDITIONS OF EMPLOYMENT

### **SALARY**

The position has been evaluated as Band 2 Level 2 in accordance with the NSW Local Government (State) Award.

### **Hours**

Full time Kubby House Childcare Centre staff work 38-hours each week, Monday to Friday, over a 19-day month. The current standard operating hours for the centre are 8.00am – 5.30pm, with staff working a variety of shifts across a rotating roster.

Some variation in work hours may be required from time to time to ensure efficient operation of the centre, with excess hours paid at overtime penalties. Customer demand may require the operational hours of the service to change in the future.

### **PRE-EMPLOYMENT SCREENING**

Prior to commencement of employment with Council it may be necessary to undergo the following pre-employment screening (at Council’s expense):

* Medical examination, which includes drug and alcohol testing
* National Police Check and/or Working with Children Check
* Psychometric testing including cognitive ability and behavioural profiling
* Reference checking

### **EMPLOYEE ACCEPTANCE**

This section verifies that the position holder has read the above position description and accepts the role and associated responsibilities contained within this document. The position holder agrees to work cooperatively under Council’s policies and procedures including work health and safety, equal employment opportunity and code of conduct.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | | |
| **SIGNATURE** |  | **DATE** |  |