



Room Leader

Reports to: Centre Director
Unit/Centre/Program: Integrated Services
Date: 2016

Primary Objective

Responsible for delivering and leading high quality early childhood program for children in alignment with SDN's values and philosophies by coaching and mentoring their team.

Selection Criteria

Knowledge, Skills and Experience

- University qualifications in Early Childhood Education or Diploma of Children's Services (Centre Based Care) with several years of experience working in early childhood
- Demonstrated knowledge and application of the National Quality Standards
- Demonstrated experience in the Early Years Learning Framework
- Demonstrated experience in leading a room in an early childhood education and care setting
- A Working with Children Check (NSW) clearance number
- Current Senior First Aid Certificate
- Asthma and Anaphylaxis certificates (preferable)
- Certified Supervisor number (preferable)
- Excellent verbal and written communication skills
- Demonstrate an awareness of and commitment to child safety and comply with the Children and Young Persons (Care and Protection) Act 1998

Personal Qualities

- Commitment to continuous learning with demonstrated experience and understanding in using Reflection in Practice
- Demonstrates professionalism, initiative and confidence in decision making, with the capacity to lead and work within a team
- Ability to build relationships and work as part of a team
- Effective time management skills
- Flexibility and ability to multi-task
- Demonstrates professionalism and ability to maintain confidentiality
- A commitment to the philosophy of SDN

Key Accountabilities

Program Development and Room Coordination

- Support the Centre Director with general direction and supervision of staff, students, volunteers within the nominated room and team in general
- Being a leader of the nominated room and responsible for the overall room management, including the children, program, staff safety and environment identifying and supporting staff development through individual and team assessment
- Providing a warm, emotionally secure, stimulating and safe environment
- To act as a positive role model conveying respect and guidance to other colleagues
- Ensuring routines are being followed and run smoothly
- Ensuring that any changes are adapted and conveyed to other members of the nominated room and the team in general
- To give appropriate feedback to the team in conjunction with the Centre Director
- Develop, plan and implement a quality child care and education programming in consultation with team
- Responsible for the direction of other staff within the group, including allocation of room duties
- Maintain & ensure appropriate communication strategies are being followed within the team

Relationships with Children

- Communicate positively and openly with children on an ongoing basis
- Promote & guide positive behaviour
- Collaborate with children about their interests
- Respect similarities and differences
- Support children in learning about the decision making process
- Identify and respond to children's cues and needs
- Develop and maintain nurturing relationships
- Create a stimulating, positive and appropriate environment to foster and support development (physical, social, emotional, language, creative and cognitive)
- Create an environment which ensures trust and security and provides flexible routines and smooth transitions
- Provide physical care, assisting children in toileting, dressing and meal times
- Respond to the emotional needs of children
- Assist in the observation and evaluation of the children's development
- Assist in developing good nutritional practices for children
- Ensure that the dignity and rights of each child are maintained at all times
- Maintain up-to-date records for each child within the group
- Implement and maintain the elements of National Quality Standards (NQS) including National Regulations, Law and EYLF

Relationships with Families and Carers

- Conduct relationships in a professional manner ensuring privacy and confidentiality is maintained; prepared and considered information is provided; opportunities for meaningful exchanges are maximised and problem solving occurs in an ethical and appropriate manner



- Ensure regular exchange of relevant centre based information

Work within a legal and ethical framework

- Comply with SDN's policies and procedures and ensure that the staff adhere to them
- Understand and follow licensing, legislation and regulations relevant to sector, e.g. Education and Care Services National Regulations under the Education and Care Services National Law
- Follow Child Protection guidelines and understand own responsibilities as a Mandatory Reporter
- Work ethically in alignment with The Australian Early Childhood Association Code of Ethics
- Maintain and ensure confidentiality where appropriate

Relationship and Self-Management

- Contribute to the effective operation of the workplace by supporting colleagues through clear communication, sharing of information, participating as a team player and worker cooperatively with others.
- Establish and maintain positive working relationships with colleagues that are fair, professional, supportive and respectful.
- Reflect on and seek to develop own work performance
- Perform other duties as requested by your manager that fall within the scope of the role.

Work, Health and Safety

- Responsible for personal health and safety
- Complies with SDN requirements in relation to WHS & Injury Management activities and responsibilities
- Identifies and reports WHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to RTW/WHS Consultant.
- Ensuring that accurate records are kept in regards to accident, incident, injury illness and medication.