

## JOB DESCRIPTION FORM- DIPLOMA QUALIFIED ROOM ASSISTANT

<b>Position Title:</b>	Diploma Qualified Room Assistant		
<b>Service Location:</b>	Saranna Early Childhood Education and Care Centre		
<b>Program:</b>		<b>Hours:</b>	TBA
<b>Reporting to:</b>	Manager of SECECC	<b>Award Classification:</b>	Level 3.4 Children's Services Award
<b>Our Vision</b>	Healthy, inclusive and harm-free communities		
<b>Our Mission</b>	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by		
<b>Our Values</b>	<b>Empowerment, Diversity, Compassion, Integrity and Hope</b>		
Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. <b>We celebrate and promote this diversity as a strength of our organisation.</b>			
<b>This position:</b>			
Working directly with children within a specific age group in collaboration with other educators, children and their families. To work as a professional Early Childhood educator to support the holistic wellbeing of all children within the learning environment.			
<i>All key responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the EYLF, and the NQF Quality Areas, Standards and Elements. All educators are expected to have a working knowledge of these documents, which should underpin their pedagogy and, together with the centre philosophy, directly reflect their relationships with children, families and co-educators.</i>			
<b>Duties and Responsibilities:</b>			
<b>General:</b>			
<ul style="list-style-type: none"> <li>Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House.</li> <li>Participate as a valued team member promoting and contributing to a supportive team environment.</li> <li>Provide support to and share expertise with other staff, students and volunteers.</li> <li>Participate in staff meetings, supervision, training and team planning workshops.</li> <li>Contribute to the development, implementation and evaluation of the service model.</li> <li>Contribute to Cyrenian House continuous quality improvement processes.</li> <li>Work in accordance with Cyrenian House Code of Conduct.</li> <li>Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment.</li> <li>Contribute to and promote the implementation of the Standards on Culturally Secure Practice.</li> <li>Other duties as required.</li> </ul>			

**Support the Room Leader:**

- Ensure there is a current program reflective of all areas of the EYLF as well as parts of the NQF/S.
- Ensure each child's growth, learning and development is recorded and kept up to date.
- Ensure the environment in which you have been allocated is kept clean, safe and well presented for families and children.

**Educational Program and Practice:**

- Creation and delivery of the cycle of planning for individual children.
- Collection of outcomes documented daily to support the delivery of the program to families.
- Be actively involved in gaining family input and feedback to the program and cycle of planning.
- Ensure milestones are part of the cycle of planning and daily program
- Open and responsive to support given by the educational leader, room leader and manager.
- Be actively involved in curriculum decision making that contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, and confidence as learners and effectiveness as communicators.
- Participate in and support the learning and development of each child and ensure that it is assessed as part of an ongoing cycle of planning, documenting and evaluation.
- Identify children's current knowledge, ideas, culture, abilities and interests and use them as the foundation of the program.
- Support every child to participate in the program.
- Promote the agency of each child, enabling them to make choices and decisions and influence events and their world.
- Use reflective practice in designing and delivering the program for each child.
- Respond to children's ideas and play and use intentional teaching to scaffold and extend each child's learning.
- Critically reflect on your professional practice.

**Children's Health and Safety:**

- Role model and support effective hygiene practices.
- Ensure that each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation.
- Follow centre policy and procedures to control the spread of infectious diseases and manage injuries and illness.
- Ensure the timely completion of all cleaning tasks whilst being done to a high standard.
- Role modelling safe practise for children such as hat wearing, hand washing etc.
- Ensure the timely completion of all required documentation relating to illness, injuries and accidents.
- Promote physical activity through planned and spontaneous experiences that are appropriate for each child.
- Ensure that children are adequately supervised at all times.
- Take every reasonable precaution to protect children from harm and any hazard likely to cause injury.
- Work to ensure that any child at risk of abuse or neglect is protected in line with Centre policy and procedures.

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- Sound knowledge of the steps taken to report concerns of any child at risk of abuse or neglect.
- Communicate any concerns regarding child safety and care to the Centre Manager in a timely manner.

**Physical Environment:**

- Ensure that furniture and equipment are safe, clean and well maintained.
- Set up activities/areas within the room such that the environment is inclusive and promotes competence, independent exploration and learning through play.
- Take an active role in caring for the Centre environment and contribute to a sustainable future.
- Support children to become environmentally responsible and show respect for the environment.

**Relationships with Children:**

- Develop and maintain respectful and equitable relationships with each child.
- Interact with each child in a way that is warm, responsive and serves to build a trusting relationship.
- Support every child to engage with educators in meaningful, open interactions that support the acquisition of skills for life and learning.
- Support each child to feel secure, confident and included.
- Support each child to build and maintain sensitive and responsive relationships with other children and adults.
- Support each child to work with, learn from and help others through collaborative learning opportunities.
- Support each child to manage their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.
- Maintain the dignity and rights of every child at all times.

**Relationships with Families:**

- Develop and maintain respectful and supportive relationships with families
- In line with Centre policies, support families in their parenting role and ensure that their values and beliefs about child rearing are respected.
- Recognise the expertise of families and provide opportunities for them to share in decision making about their child's learning and wellbeing.

**Professional Development:**

- Work collaboratively and respectfully with the Room Leader and Management.
- Work collaboratively and affirm, challenge, support and learn from colleagues to further develop skills and improve practice.
- Seek assistance and guidance when required from more experienced educators.
- Seek feedback on practices in an effort to move towards continuous improvement of skills and knowledge.
- Prepare for and participate in regular supervision sessions.
- Participate in professional development opportunities.

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**Selection Criteria:**

**Essential competencies and experience:**

- Recognised childcare qualification.
- Demonstrated experience of working within a Childcare and Early Learning environment.
- Sound knowledge and understanding of the Early Years Learning Framework, and the National Quality Framework for childcare and early learning.
- Demonstrated ability to work autonomously and as part of a team.
- Sound interpersonal and communication skills, including the ability to relate well to peers, children and their parents.
- Commitment to continuous quality improvement.
- Excellent time management, communication and leadership skills, and ability to reflect on these.
- Previous conflict resolution skills and experience.
- Excellent interpersonal skills, with the ability to be open and responsive and to work in a team environment.
- Confidence to work with minimal supervision to complete daily tasks.

**Desirable competencies and experience:**

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**Required Clearances:**

- Full work rights.
- Current Working with Children’s Check.
- Current First Aid Certificate.
- Current Driver’s License and reliable vehicle.
- Current child protection training.
- Current food safety handling training.

Please sign below to confirm you understand of the requirements of your role and return a signed copy to the Human Resource Department:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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