

## JOB DESCRIPTION FORM- DIPLOMA QUALIFIED ROOM LEADER

<b>Position Title:</b>	Diploma Qualified Room Leader		
<b>Service Location:</b>	Saranna Early Childhood Education and Care Centre		
<b>Program: (If applicable)</b>		<b>Hours:</b>	TBA
<b>Reporting to:</b>	Centre Manager	<b>Award Classification:</b>	Level 4 Children's Services Award 2010
<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 alcohol and other drugs.		
<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>			
Early Childhood Educators working directly with children and leading a specific age room team environment.  To promote and support the holistic wellbeing and development inclusive of all children. 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.			
<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>			

### Program Planning and Delivery:

- 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.
- 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.
- Ensure all educators working within your setting are supported and all work is over seen before delivering to the educational leader.
- Actively drive 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.
- Educators to plan, evaluate, implement and reflect upon a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests, strengths and abilities inclusive of all the children attending the service.
- Ensure the program is organised in a way that maximises opportunities for each child's learning.
- Actively support each child to participate in the program and ensure that the program promotes children's agency, choices and influence.
- Ensure children's learning is documented in accordance with the National Quality Standards.
- Ensure transitions are supported and worked through collaboratively with parents/caregivers.
- Ensure a high level of supervision is in place at all times.
- Co-ordinate staff in relation to staff/child ratio's ensuring safety is always first and foremost in mind.
- Create learning environments that encourage children to explore, solve problems, create and construct in challenging and safe ways.

In addition to the above areas:

- Be aware and organise ratios and staffing as per current regulations and law.
- Able to communicate with all staff during grievances as well as create solutions based on reflective conversation and practise.
- Support management, educational leader and room leaders within their roles.
- Ensure staff are supervising to a very high standard.
- Support staff with any conflicts in a timely manner.
- Support families with any grievances.
- Ensure policies are followed and reflected upon in practise.
- Contribute to all team meetings.
- Create a strong sense of leadership to ensure staff and management feel supported daily.

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- Ensure an open and responsive relationship with the manager and educational leader.
- Ensure there is a level of professionalism that supports the running of the floor-open communicating to support educators to work to a very high professional standard.

**Children’s Health and Safety:**

- Ensure that each child’s individual health and comfort requirements are met.
- Oversee the maintenance of a hygienic environment at all times.
- Attend to hazards and potential risks to maintain a safe environment.
- Attend to children’s wellbeing by providing warm, trusting relationships and predictable and safe learning environments.
- Promote health, wellbeing and physical exercise within your curriculum planning.
- 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.
- Communicate any concerns regarding child safety and care to the Centre Manager in a timely manner
- 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 required documentation relating to illness, injuries and accidents.
- Ensure there is a monthly audit of accident and injury forms.
- 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.
- Promote physical activity through planned and spontaneous experiences that are appropriate for each child.
- Role model and 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.
- 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.
- Ensure any maintenance is reported to the manger and OH&S officer in a timely manner
- 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.

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- Work collaboratively with the educational leader and sustainability officer regarding all areas of sustainable practise and program planning.
- Take an active role in caring for the centre's resources ensuring there are processes in place to keep the risk of misplacing resources to a minimum.
- Support children to become environmentally responsible and show respect for the environment.

**Relationships:**

- Ensure educators interact between each other in a supportive way, support an conflict to minimise negativity within the work place.
- Support educators interact with each other in a warm and responsive manner to facilitate the development of trusting relationships.
- Advocate for the management and leadership of the centre.
- Role model a high professional standard of relationships within the centre with all families, staff, management and stakeholders.
- Ensure educators interact with children in a warm and responsive manner to facilitate the development of trusting relationships.
- Model, mentor and support room educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
- Address any concerns or areas of improvement for educators regarding professional practices with children.
- Work cooperatively, ethically and respectfully with other educators at all times.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Supervise and support workplace students and volunteers as directed.
- Recognise the expertise of families and provide opportunities for them to share in decision making about their child's learning and wellbeing.
- Work collaboratively with staff and counsellors at the Rick Hammersley Therapeutic Community relating to case management of residents and their children.

**Professional Development:**

- Role model and encourage educators to participate in professional development and strive for continuous improvement..
- Participate in professional development opportunities.
- Prepare for and participate in regular supervision sessions.
- Work collaboratively and affirm, challenge, support and learn from colleagues to further develop skills and improve practice.
- Seek assistance and guidance when required from line management.
- Seek feedback on practices in an effort to more towards continuous improvement of skills and knowledge.

**Compliance and Continuous Quality Improvement:**

- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Contribute to the continuous improvement of the service through reflective practice and active involvement with the services Quality Improvement Plan.

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**Selection Criteria:**

**Essential competencies and experience:**

- Recognised childcare qualification.
- Demonstrated experience working as a room leader 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.
- Experience in curriculum planning and implementation.
- Sound interpersonal and communication skills, including the ability to relate well to children and their parents.
- Demonstrated ability to work autonomously as well as part of a team.
- Demonstrated leadership skills and experience and the ability to support and mentor room educators.
- Certified supervisor's certificate.
- Current Asthma and Anaphylaxis certificates.
- Commitment to continuous 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.
- Approachable attitude and ability to effectively work as part of a team.

**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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