

Room Leader In Charge

Introduction:

This Position Description and associated information contained in this document, should not be considered as comprehensive, complete and/or exhaustive in its description of responsibilities, criteria or outcomes.

It is indicative only of the position.

Educators can and will be asked to undertake duties within their competencies, skills, abilities and training that may not be necessarily mentioned in this document.

The Educator should be aware that their position within the Service is dynamic and may change without notice due to business requirements.

Continuing personal development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected during the term of your employment

People and jobs evolve and develop, this Position Description is intended to facilitate this (as a living document) and your involvement in this process is a critical element.

Legal Framework Under this position and the Services operate:

Education and Care Services National Law Act 2010

Education and Care Services Regulations 2011

Victorian Working With Children Act 2005

Children, Youth and Families (Vic) Act 2005

Fair Work Act 2009

National Quality Standards

Belonging, Being and Becoming The Early Years learning Framework for Australia

Victorian Early Years Learning and Development Framework

Australian Children's Education and Care Quality Authority

Australian Childcare Alliance Employment Contract

National Employment Standards (NES)

Award:

Children's Services Award 2010 Level 4

Position:

Qualified Educator –In Charge of a Room

Education Level:

Have completed AQF Diploma in Children's Service or ACECQA approved equivalent.

Qualifications:

All qualifications **must be current at all times** a staff member is rostered on to work.

1. A Children's Services Diploma.
2. Working with Children's Check (Victoria)
3. HLTAID004 "Provide an emergency first aid response in an education and care setting"
4. HLTAID001 Provide Cardiopulmonary Resuscitation
5. HLTFS207B Food Safety Level 1 (food handling)
6. Online Child Protection Training
7. HLTAID004 and extensions- Anaphylaxis and Asthma Training.

Salary Range:

As per Children's Services Award 2010

Hours of work:

As per Employment Contract and National Employment Standard.

Rosters:

Rosters will be sent out weekly via email, staff are required to confirm their availability at least 7 days prior to commencement of shift, failure to do so may mean a shift is allocated to another staff member.

Appointment:

As per individual Employment Contract.

Communications:

Internal:

1. Room Leaders in other rooms.
2. Educators.
3. Management.
4. Educational Leader.
5. WH&S Officer.

External:

1. Families.
2. Schools.
3. Community Services.
4. Third party suppliers of services.

Educational Program and Practice QA1:

- You will work with the Educational Leader/Service Director in planning, implementation and evaluation of the program within your room to maximize spontaneous opportunities for each child's learning and ensure that a school readiness program is effectively implemented in the room.
- You will respond to the children's ideas and play and use intentional teaching to scaffold the children's learning.
- It is your personal responsibility to ensure you and staff within your room, are documenting the children's ongoing learning cycle while engaged in play.
- You will observe the children to evaluate their progress and to detect signs of ill health, emotional disturbance or other learning difficulties. You are to ensure that all findings are recorded on "Childcarers" and discussed with all stakeholders.
- You are required to research new and innovative ideas which may be incorporated into the Program.
- Through discussions, observations and documentation, you will plan, implement and evaluate the Program.
- You will ensure that the Developmental Checklists are completed by staff under your control as required.

- You will ensure that staff working in your room complete observations as required with substantiating evidence, every week and these observations are to be recorded on “Childcarers”.
- You are required to review and post group observations once a week in collaboration with the Educational Leader/Service Director.
- You are required to complete children’s updates at the end of each day.
- You are responsible for delivering monthly news updates of your room via “Childcarers”.
- You are expected to ensure that each child’s agency is promoted, enabling them to make choices and decisions, and influencing events in their world.
- Your curriculum outcomes need to contribute to each child’s learning and development in relation to their identity, connections with community, well-being, and confidence as learners and effectiveness as communicators.
- It is your responsibility to ensure that you identify areas of further personal development needs to assist you or your staff to become more effective Educators.(e.g. Behaviour Management/Allergies etc.)

Children’s Health and Safety QA2:

- It is your responsibility to ensure that all educators are actively and diligently supervising children at all times.
- You are required to educate the children to understand their health and safety.
- You will document the nutritional health, welfare and safety needs of children.
- It is your responsibility to identify factors which may impede children’s progress and development.
- You should stay alert to individual children’s needs at all times.
- It is your personal responsibility to ensure the safety of the children in your care and that you are actively supervising children adequately as per age appropriate ratios.
- You are personally responsible for maintaining a high standard of hygiene and cleanliness in your room and the service including the staff room, toilets etc. by ensuring that infection control measures and undertaking cleaning duties are applied as required.
- All maintenance, WH&S, and safety concerns should be immediately reported in writing by you, to management for follow up.
- You are required to take every reasonable precaution to protect children from harm and any hazard likely to cause injury, for example completing and scanning of checklists within your room.
- You are required to be aware of your reporting responsibilities to the Service Director, to every child with respect to risk, abuse and neglect.
- You should observe and document Incident, injury, trauma and illness.
- Embed physical activities and healthy eating into every program for the children.

Physical Environment QA3:

- You should provide an internal and external environment which is suitable for the purpose, interesting and appealing for all children.
- You are required to ensure that each child has the ability to be engaged in a quality experience in both built and natural environments.

- You are required to develop a Program to encourage children and Educators to actively care for the environment and contribute to a sustainable future.
- You will embed sustainable practices into the Program to teach children and Educators how to show respect for the environment.
- You will provide a Program to engage every child in quality experiences using both indoor and outdoor environment (organising sufficient project materials to ensure appropriate and effective implementation for multiple uses).
- You should ensure that your indoor/outdoor furniture and equipment are safe, clean and well maintained.
- Your Program will promote competency, independent exploration and learning through play.

Staffing Arrangement QA4:

- You are expected to create and manage the Room Routine/s.
- You are required to provide clear instructions for all Educators in your room at all times.
- With the assistance of the Educators, you will provide the highest standard of education and care to all children at all times.
- You are required to collaborate with and lead your team in the room.
- You are required to demonstrate ongoing learning and reflective practice as determined by the Educational Leader/Service Director on a monthly basis.
- You are required to ensure that you are on time for all of your shifts, that breaks are taken at the correct time for the correct length to aid in service efficiency and respectful relationships with other staff, throughout the day.
- You are required to acknowledge and support the personal, professional, cultural and linguistic diversity that all Educators bring to your Room and the Service.
- You are required to work harmoniously and efficiently with all Educators including special needs workers/support personnel where necessary.
- You are expected to support and mentor any students in your Room.
- You will attend mandatory professional training as scheduled on “Childcarers” by the Educational Leader/Service Director.
- You are required to ensure that educator to child ratio requirements are maintained at all times.
- You are required to ensure that inter-actions convey mutual respect and assist to develop Educators skills and weaknesses.
- You are required to work as a large team or individually by sharing room responsibilities, delegate job roles and be flexible with changes throughout the day.

Relationships with Children QA5:

- You will ensure that all communication within your room with the children is open and respectful to ensure the children are secure, confident and included in the room experiences.
- You will ensure that all children in your care **ARE** to be encouraged and engaged in all planned experiences set out.

- Help develop programs which will enable children in the room to manage their own behaviour.
- Develop strategies to enable staff to respond appropriately to behaviour of others.
- Create programs to enable role modelling to educate the children how to effectively resolve conflict.
- Monitor children in various activities/experiences (e.g. meal time, group or individual play) for the purpose of providing a safe and positive learning environment and effective routines.
- Encourage each child to be secure, confident and included within the service.
- Ensure that the dignity and rights of all children in your Room are maintained at all times.

Collaborative Partnerships with families and community QA6:

- Establish and maintain ongoing positive, supportive and respectful relationships with families.
- Meet and greet all families in a respectful and professional manner at all times.
- In conjunction with the Service Director, meet with families about children's developmental issues as required.
- Integrate "special needs children" into the normal Room Program.
- Provide feedback or other support to ensure that families are supported in their parenting role and the family values and beliefs about child rearing are respected.
- You are required to build and maintain relationships within your local community (e.g. Schools, Dianella, Police, CFA)
- You will encourage families to share their cultural knowledge and skills with the children.
- You are expected to maintain respectful, professional, supportive relationships with families.
- In conjunction with other Room Leaders, Service Director and external agencies, develop transition programs to support the children to move to the next level of education and care.

Leadership and Service Management QA7:

- You are required to always maintain confidentiality and adherence to the Services Policies, Procedures and Code of Ethics (Early Childhood Australia Inc.) and Australian Childcare Alliance Confidentiality Employment Policy.
- You are required to comply with the National Quality Standards to maintain high quality education and care at all times.
- You will regularly participate in various meetings and training events (e.g. staff development, staff meetings, etc.) for the purpose of sharing information and/or improving ones skills and knowledge. These can be held at the any of the centres, both within work hours and out of hours and sometimes travel may be required. Unless advised that these meetings are compulsory, you will not be paid for the time spent. Your training fees maybe paid for by the employer from time to time.
- You are expected to be a passionate Educator and strive to achieve the Services' goals (as outlined in the Policy and Procedures Manual) and ensure our Service Philosophy is reflected in your daily practice.

- You are expected to assist in the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- You are required to actively contribute to and implement the Service Quality Improvement Plan.
- You are required to provide assistance and direction to new staff as part of their induction process within the Service and the Rooms.
- When necessary share the workload of the Centre/Service by undertaking any designated duties normally carried out by the Centre Director/Supervisor.

General Duties

The responsibility of this role is to provide the highest quality education and care to all children in your Room and within the service.

You are required to deliver a Program within the Service focusing on the needs of the children, to provide and accommodate developmental, cultural and individual needs for all children who participate in a flexible and secure learning environment.

The usual and customary methods of performing the Role requires the following physical demands:

Significant lifting, carrying, pushing and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching and or crawling; and significant fine finger dexterity.

Generally the role requires 34% sitting, squatting and bending to child levels.

33% walking and running and 33% standing.

During the year the role may be performed under some challenging conditions.

You need to be aware of who the WH&S officer is, all relevant documentation or communication needs to go directly through the officer.

Cleaning is required throughout the day, duties include vacuuming, sweeping, mopping, cleaning both children’s and staff toilets, gardening, blowing the yards, washing walls, windows and window sills. Some days will be a day of cleaning if numbers are low and you are rostered on.

You will be required to undertake any other lawful duties as requested to do so by the Approved Provider, Service Director, Educational Leader or Room Leader.

I HAVE READ AND UNDERSTAND THE CONTENTS OF THE JOB DESCRIPTION:

(Print Full Name) Educator

(Print Full Name) Authorised Supervisor

Signature Date: _____

Signature Date: _____