

POSITION DESCRIPTION

Title:	Room Leader
Award:	Children's Services Award
Classification:	Level 4.1 – 4.3 (Diploma qualified)
Usual hours of work:	Permanent/Part time 75 hours per fortnight

Role Description:

The Room Leader is responsible for the development and delivery of high quality education and care programs and practices that supports all children's learning and participation. The Room Leader will ensure they establish and maintain positive and professional relationships with children and their families that are warm, responsive, inclusive and reciprocal.

The Room Leader will be responsible for coaching, mentoring and supervising Educators to deepen their understanding of curriculum and pedagogy, and embed a culture of ongoing reflective practices. This will be through a close working relationship with the Director, Assistant Director, and Educational Leader(s), and continue to maintain the service positive working culture.

The Room Leader will work in accordance with Anglicare's policies and procedures, National Quality Standards, and any other relevant Regulatory and/or funding bodies. The Room Leader will also work in alignment with Anglicare's Values, Sanctuary Model of Trauma Informed Care, Anglicare's Code of Conduct, and the National Child Safe Principles.

As a part of Anglicare's commitment to supporting continuity and care for the children and families, the Room Leader will work on a flexible roster between the hours of 7:30am and 6:00pm within their contracted hours. The Room Leader will work in consultation and negotiation within service requirements to adopt a reasonable work/life balance.

Position Objective:

The Room Leader will support the Director in the operational management of the service, professional relationships, and in networking with all stakeholders. The Room Leader will independently keep up with any personal and professional development, ensuring their skills and knowledge of current sector practices are maintained. The Room Leader will also undertake administration and reporting duties as required.

In collaboration with service management, the Room Leader is responsible for high quality service delivery for the children and families attending the relevant service.

As part of Anglicare's supportive professional and personal development program, the Room Leader may be requested to transfer for fixed periods of time to an alternative Early Childhood Service location. For this purpose, travel may be required as part of the role responsibilities.

The Room Leader role is suitable for Early Childhood professionals with relevant experience in the early childhood education and care or education sector. The Room Leader will be supported by the Centre Director and Educational Leader(s), but the expectation is that the Room Leader will have also have the ability to work independently.

The Room Leader will be responsible for the record keeping and any maintenance updating required under The National Quality Standards and the National Quality Framework for the children and Educators under their duty of care, ensuring compliance is met at all times.

The Room Leader will support the Director to ensure the safety and wellbeing of all children enrolled.

Primary Responsibilities:

Educational Curriculum and Design:

- Responsible for the planning, implementation and evaluation of a developmentally challenging program for individual children, or groups of children, that encompasses the NQF, EYLF and theories of early childhood development
- Ensure curriculum choices are inclusive for all children and families' individual needs. This requires intentional opportunities for learning with an anti-bias and inclusive approach
- Understand and implement the unique service philosophy and ensure this guides curriculum design decisions
- Design and provide opportunities for children to engage in risk taking within their play, supporting their capabilities safely
- Ensure Indigenous perspectives are embedded within the curriculum, and influence a truth telling perspective that is age appropriate
- Lead the room team in the development of child wellbeing plans to support each child's needs
- Scaffold learning opportunities in all-weather types; rain, cold, heat, and ensure this guides your curriculum design within all hours of daily operation
- Scaffold children's learning to build on their existing knowledge and skills through both emergent curriculum and intentional teaching
- Lead the room team and prepare the documentation associated with every child's learning development and make available to families, ensuring a full cycle of learning occurs. This includes ensuring a progression of learning is evident for each child

The Children:

- All engagement with children will use a trauma informed lens when supporting individual needs

- Ensure a safe, caring and stimulating environment exists for all children and that the health, safety and wellbeing of each child is a priority following Anglicare's policies and procedures
- Daily practices give recognition to the UN Conventions on the Rights of the Child
- Daily Practices give recognition to the Australian Child Safe Standards
- Respond appropriately to any child who may be at risk of abuse or neglect and follow obligations under law as a mandated reporter
- All facets of children's individual routines, health requirements, medical requirements, cultural requirements, and socio-economic status differences will be catered to and supported with dignity and respect

The Room Leader:

- Support the Director to ensure families and children especially those experiencing vulnerability can meaningfully participate within the program
- Maintain and strengthen the service strong positive workplace culture by engaging in Anglicare's Sanctuary Model pillars in engaging with colleagues
- Actively contribute to and support the services continuous improvement through the Self-Assessment working document and Support Inclusion Plan (SIP).
- Engage with the Director in support and supervision sessions in alignment with Anglicare's commitment to growth and change
- Lead and mentor Educator(s) to build and sustain a constructive teaching environment and identify professional development opportunities and manage performance
- Lead, role model and communicate best practice to Educator(s) team to encourage high performance and maintain a positive team environment
- Proactively respond to child and family needs by encouraging, valuing and respecting their involvement. This includes accurately and meaningfully reporting to families on children's individual development
- Understand where and how to utilise children's behaviour management, being responsive and supportive of their individual requirements. This includes understanding developmental differences and vulnerabilities. Dignity and rights will be upheld, and the Room Leader will refrain from using restrictive practices.
- Actively participate in team meetings, family activities, functions and special events as required
- Maintain professional knowledge, resources and skills through ongoing training, traineeship and professional development programs

- Ensure work is carried out in line with Anglicare’s Health and Safety policies and procedures, taking reasonable care of self and others both physically and psychologically in alignment with occupational health and work safety requirements

Qualifications:	<ul style="list-style-type: none"> • ACECQA approved Diploma of Early Childhood Education or equivalent • A current Working with Vulnerable People Card • ACECQA approved Child Protection training module (see ACECQA website for a list of approved course codes)
Key skills and experience:	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to work within a team with a collaborative approach • Strong experience either leading or contributing to the leadership of a high performing team within the Early Childhood Education and Care Sector • To understand and be actively involved in the National Quality Improvement processes
Key knowledge areas:	<ul style="list-style-type: none"> • A strong understanding of the National Quality Framework, the National Quality Standards, and Early Years Learning Framework
Capabilities and Behaviours	<ul style="list-style-type: none"> • Committed to continuous improvement, and a willingness to engage in professional development • Adapts a positive and responsive leadership style • Ability to work within organisational policies and procedures • Demonstrates professional conduct
Other Requirements	<ul style="list-style-type: none"> • Current ACECQA approved First Aid certificate, including CPR • Australian citizenship or suitable rights to work in Australia • Will need to undergo a National Criminal History Check
Reports to:	Educational Leader(s), Assistant Director, Centre Director
Direct reports:	N/A