

POSITION DESCRIPTION

POSITION TITLE	Room Leader		
POSITION OVERVIEW	A Room Leader is responsible for the delivery of quality care and education program to children based on the Early Years Learning Framework.		
CLASSIFICATION	CSA Level 4	SERVICE LINE AREA	CYFS, Children's Services
EMPLOYMENT TYPE	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input type="checkbox"/> CASUAL		
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	HOURS PER WEEK	37.5
LOCATION	Lollipop ELC Corinna St Woden		
IMMEDIATE MANAGER	Manager Lollipop ELC		
INDUSTRIAL AGREEMENT	Woden Community Service Inc – Caring for our People, Building our Capability to Serve, - Enterprise Agreement 2021-2023		

REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil

KEY RELATIONSHIPS	
INTERNAL	All Children's Centre employees, Child Youth & Family employees
EXTERNAL	Families, Children, Local Community, Education Directorate staff (as needed)

KEY ACCOUNTABILITIES	
<ul style="list-style-type: none"> Provide a welcoming, supportive and professional environment for children, families and team members through the provision of consistent high-quality care and education, that follows the Early Years Learning Framework (EYLF). Take part in meeting all regulatory and legislative requirements and preparation for National Quality Assessments and Rating and the Quality Improvement Plan. Lead team in ensuring the children are safe, secure and their individual needs are met at all times. Ensure that confidentiality is maintained and privacy of parents, students, educators and children is respected at all times. Perform specific tasks based on employee's role in the room e.g. supervision of children, changing nappies, cleaning and others. Ensure indoor and outdoor programs and goals include routines and activities suitable to the needs and interests of the children by consulting children, other educators and families. Develop own and room philosophies which reflect the centre philosophy. Ensure a multicultural and inclusive program is maintained at all times. Utilise reflective practice in both programming and self evaluation. Create caring, stimulating and secure environments for the children which are regularly evaluated. Assist the Educational Leader to ensure compliance with the National Quality Framework and relevant documentation, including group and individual learning stories, daily journals and children's portfolios. 	

- Develop planning and delivery of the programs, based on the planning cycle and relevant documentation for families.
- Develop and support team to comply with all room routines, relevant to children's and educators needs.
- Communicate and collaborate both in writing and verbally, with families as needed.
- Ability to provide constructive feedback, guidance, and support to children and educators when required.
- Assist in the orientation process for new children and families.
- Facilitate both the setup and pack up of appropriate activities in an aesthetically pleasing manner.
- Ensure all documentation is up to date and relevant and all concerns are given to management promptly and in writing.
- Has the ability to adapt the environment and routines to support inclusive practices.
- Engage in the evaluation of performance with your immediate manager and actively seek opportunities to develop professionally and personally, engaging in reflective practices.
- Actively participate in staff/team meetings, organisational activities and various community events.
- Understand responsibilities and roles and work in accordance in relation to Work Health and Safety, Mandatory Reporting, Emergency Procedures and other policies and procedures.
- Work in alignment with the WCS Purpose, Code of Conduct, Diversity and Equity principles and demonstrate organisational Values, Vision and Behaviours.
- Apply and work within the national principle for a child safe organisation

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> ▪ Diploma Early Childhood Education and Care. ▪ A current First Aid Certificate HLTAID004 with Asthma and Anaphylaxis training. ▪ Advanced skills, knowledge and experience in early childhood development. ▪ Developed communication and interpersonal skills, combined with pro-active hands-on attitude and an excellent comprehension of English. ▪ Considerable experience in documentation and planning in accordance to with the EYLF.
Desirable	<ul style="list-style-type: none"> ▪ Demonstrated experience in working in the early childhood care and education sector. ▪ Knowledge of the EYLF and National Quality Standards ▪ Knowledge of the Assessment and Rating process.
Other	<ul style="list-style-type: none"> ▪ A willingness to continuously learn and further studies and education ▪ Reliable, punctual and mature attitude to work ▪ Demonstrated commitment to the Purpose, Vision and Values of Woden Community Service. ▪ Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

Document History	Original: 1 June 2016	Revised: 24 March 2023	Version: v8
Employee's signature		DATE	
Manager's signature		DATE	