

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Room Leader		
<b>POSITION OVERVIEW</b>	A Room Leader is responsible for the delivery of quality care and education program to children based on the Early Years Learning Framework.		
<b>CLASSIFICATION</b>	CSE Level 4	<b>SERVICE AREA</b>	Children's Services
<b>EMPLOYMENT TYPE</b>	<input checked="" type="checkbox"/> <b>PERMANENT</b> <input type="checkbox"/> <b>FIXED TERM</b> <input type="checkbox"/> <b>CASUAL</b>		
<b>EMPLOYMENT STATUS</b>	<input checked="" type="checkbox"/> <b>FULL TIME</b> <input type="checkbox"/> <b>PART TIME</b>	<b>HOURS PER WEEK</b>	38
<b>LOCATION</b>	Lyons Early Learning Centre		
<b>IMMEDIATE MANAGER</b>	Manager Lyons ELC and OSHC		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Limited Enterprise Agreement 2024		

REPORTING RELATIONSHIPS			
<b>NO OF DIRECT REPORTS</b>	Nil	<b>NO OF INDIRECT REPORTS</b>	Nil

KEY RELATIONSHIPS	
<b>INTERNAL</b>	All Children's Centre employees
<b>EXTERNAL</b>	Families, Children, Local Community, Staff at the Early Childhood School.

KEY ACCOUNTABILITIES	
<ul style="list-style-type: none"> <li>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.</li> <li>Take part in meeting all regulatory and legislative requirements and preparation for National Quality Assessments and Rating and the Quality Improvement Plan.</li> <li>Lead team in ensuring the children are safe, secure and their individual needs are met at all times.</li> <li>Ensure that confidentiality is maintained, and privacy of parents, students, educators, and children is always maintained.</li> <li>Utilise reflective practice in both programming and self-evaluation.</li> <li>Perform specific tasks based on employee's role in the room e.g. supervision of children, changing nappies, cleaning and others.</li> <li>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.</li> <li>Develop own and room philosophies which reflect the centre philosophy.</li> <li>Ensure an inclusive program is always maintained.</li> <li>Create caring, stimulating and secure environments for the children which are regularly evaluated.</li> <li>Work with the Educational Leader to ensure compliance with the National Quality Framework and relevant documentation, including group and individual learning stories, planning, evaluation, and individual summative assessments.</li> <li>Develop planning and delivery of the programs, based on the planning cycle and relevant documentation for families.</li> </ul>	

- 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

- Diploma Early Childhood Education and Care.
- A valid and up to date Working with Vulnerable person card (WWVP Card).
- A current First Aid Certificate HLTAID012 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.
- Excellent comprehension of English.
- Considerable experience in documentation and planning in accordance with the EYLF.

#### Desirable

- 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

- Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.
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- A willingness to continuously learn and further studies and education.
- Reliable, punctual and mature attitude to work.
- 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** May 2025

**Version:** V11

#### Employee's name

#### Signature

#### DATE