



Room Leader Job Description

Reporting To: The Director

Key Responsibilities: *to be responsible for the room management, including the children, program, staff, safety and environment. To ensure a high quality Service is consistently maintained in all areas and aspects of the Service.*

To ensure an inclusive environment is developed for all children, regardless of race, abilities, beliefs and values. The environment will foster children's safety, security, positive relationships, be challenging, warm and caring. You will build positive trusting, two way relationships with parents. To act as a positive role model, to be an active team member, conveying respect and guidance to other colleagues.

Children

In respect to the Children, the Room Leader will:

- Plan for the long, short-term and spontaneous needs of the children using observations and knowledge in relation to interests, skills, abilities, background and culture.
- Treat each of the children equally with respect and dignity, taking into consideration any cultural, socio-economic and other diversity.
- Role model appropriate behaviour and language.
- Speak to the children in a friendly, courteous manner encouraging children to extend their vocabulary and use of language.
- Establish and maintain suitable developmental records and observations daily based on the Centre's philosophy.
- Implement effective behaviour guidance techniques and strategies, which are consistent with the Centre's policies.
- Ensure that a safe, clean hygienic environment exists at all times.

Program

In respect to the Program the Room Leader will:

- Be responsible to the Director for planning and implementing a program within the Early Years Learning Framework, based on needs, interests and development. It will be appropriate and suitable to the children in your care.
- Be responsible for developing a plan with specific individual planning, responsive to the special needs of the parents and children in the group. Make specific use of observations and family background information in the planning process.
- To create a friendly, secure, stimulating and interactive learning environment for the children at all times.
- To display your professional philosophy, aims, objectives, goals and program outline in your room for viewing by colleagues, parents and other visitors.
- To have programming folders available for the Directors perusal at any time.
- Provide an interactive program for the mornings and afternoons when there is a combined group.
- Ensure that the room has all documented signs, toys and equipment as per Centre expectations.

Policies

In respect to the Centre Policies and procedures, the Room Leader will:

- Maintain the procedures, policies and practices in the Centre
- Communicate these documents to parents, colleagues, casuals and volunteers.

- Regularly review and update documents in consultation with other professionals, staff and parents.
- Contribute to the updating of the policies and procedure documents.

Staff

In respect to the staff, the Room Leader will:

- Attend all staff meetings held monthly and as required.
- Participate in at least two Professional Development courses annually
- Implement methods of effectively using the skills of the staff members working with the children.
- Where possible provide professional support, input and resources for other staff members. Contribute positively to the philosophy, goals and activities of the Centre. Share information and professional knowledge and experiences with other staff and parents and interested visitors.
- Attend conscientiously to the HEALTH AND SAFETY of each of the children.
- Develop a co-operative relationship with all staff members to ensure a smoothly operated Centre and a consistently caring, secure and active environment where quality care and education is provided for all children at all times

Parents

In respect to the Parents, the Room Leader will:

- Develop a good report with the parents. Learning their names.
- Attend several parent meetings per year, a minimum of two.
- Plan and implement, in conjunction with the Director, methods of establishing positive liaisons with parents of the children attending the Centre.
- Be available for the parent's daily- morning and afternoon for discussion and communication of individual needs.
- Inform parents about the program and consult with the parents about their child's individual needs.
- Encourage effective use of Communication Books, verbally and physically explain room procedures.
- Be aware of the medication requirements daily and administer medication as per Centre policy.

Communication & Development

In respect to the Communication & Development, the Room Leader will:

- Establish and maintain effective communication systems with staff and parents.
- Participate in formal and informal processes of communication and Professional development exchange with staff and parents:
 - Attend a minimum of two in-services per year
 - Attend staff meetings
 - Ensure information is passed onto parents.
 - Keep staff & parent notice boards updated
 - Read and acknowledge weekly memos

Community

In respect to the Community, the Room Leader will:

- Actively participate in seeking and establishing networks within the community.
- Be aware of the diverse needs of the Community using the Centre. To assist the Director in establishing a system of referral for families.
- Participate and initiate a two-way relationship with the community, such as excursions and visitors to the Centre.

Records

In respect to Records, the Room Leader will:

- Maintain Centre records as per required for child records, planning, programming and evaluating.
- Maintain Centre records as per required for room routines, licensing, accreditation, time sheets and other administrative tasks as set out by the Director.
- To maintain clear and precise records for all aspects of managing the Service.
- To take the responsibility for the safety of the Centre's environment and its equipment. Report any breakage's or losses immediately

Licensing, Ratings and Assessment:

In respect to Licensing, the Room Leader will:

- Have a sound knowledge of the Education and Care Services Regulation..
- To implement and adhere to all Department Licensing and regulations within the Centre at all times.
- To consistently work within the Licensing guidelines.

In respect to Ratings and Assessment, the Room Leader will:

- Ensure high quality service outcomes are consistently delivered within the room and the Service.
- To actively participate and prepare in the Centre's Rating and Assessment process, evaluating, addressing and reviewing the Service outcomes
- To consistently work within the New Quality Framework.

Code Of Ethics

In respect to the Code of Ethics, The Room Leader will:

- Have a sound Knowledge of the Australian Early Childhood Code of Ethics.
- Will abide by the values and processes that are considered central to the Early Childhood Code of Ethics.

