

Position Description



Position Title	Early Childhood Educator (Room Leader)
Agreement / Award	The Y Whittlesea Enterprise Agreement 2024
Classification	EC 4.1 – 4.2 (<i>dependent on qualification and experience</i>)
Employment Status	As per Employment Contract
Division / Department	Early Years
Direct Reports	Nil
Reports to	Centre Director

POSITION SUMMARY

The Early Childhood **Qualified** Room Leader will be responsible in leading the planning and development of a high-quality program that is reflective of the Y's approach to learning and care requirements in accordance with the required legislations and standards.

The positions will require a commitment to a learning approach which focuses on facilitating the child's capacity to engage in an environment that is safe, secure, nurturing, and educational. The children, their needs, their interests, and their capacity to develop their opportunities for learning are the focal point of Y program delivery.

The Y curriculum is structured on a play-based approach that reflects best practice in the early childhood educational field that aligns with current research. Our curriculum approach is child centred, family focussed and connects with the community. The curriculum is aligned to the Early Years Learning Framework of Australia and the Victorian Early Years Learning and Development Framework

If also employed as the **Educational Leader**, this will be noted on your employment contract and additional roles and responsibilities form will need to be signed to agree to those responsibilities.

DUTIES AND RESPONSIBILITIES

Deliverables of the role

- In consultation with the Centre Director, responsible for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.
- Work as part of a team to ensure high level care, supervision and education of the children is maintained at all times.
- Have a thorough understanding and comply with the Children's Services Regulations and Y Safeguarding Children and Young People Policy.
- Comply with the Centre's procedures for safety and with the legislative requirements of the Children Services Regulations.
- Maintain professional behaviour and confidentiality at all times.
- Ensure a safe environment at the workplace/service.
- Facilitate an environment which encourages positive, respectful and effective communication with children, their families, the staff team and other community service providers that reflects high ethical standards.
- Manage relationships with parents and ensure adherence to service standards.
- Maintain the integrity of Y Whittlesea in all aspects of carrying out your duties of employment and work within all Y Whittlesea policy guidelines and procedures.
- Lead by example in role modelling appropriate practice and supervise staff and student's ongoing learning and skill development.
- Ensure the program, routine and transitions are delivered in line with service requirements that are age appropriate and reflect the values of Y Whittlesea and the service philosophy.
- Assist children in engaging in their learning environments through play, role modelling and extending on children's skills and interests.

Reviewed by	Human Resources	Review Date	10/10/2024
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Position Description



- Assist in the support, mentor and the professional development of other team members and students.
- Work with the Director to develop projects, initiatives and community relationships.
- Work in partnership with families to support and facilitate the individuals' sense of belonging, trust, autonomy, initiative and agency.
- Ensure you work within all regulatory, compliance and operational requirements for high quality service delivery.
- Develop, implement and evaluate daily care routines and effectively adapt these routines to ensure the provision for children's individual needs and requirements.
- To continue in developing knowledge and skills, reflecting continuously on current practice and update where required.
- Maintain appropriate documentation and records in the appropriate time frame and ensure all records are updated, displayed and stored appropriately.
- Ensure children's interests and developmental milestones are met and that the programme is engaging and reflective of family, community and cultural requirements and input.
- Role model and support room staff with time management skills in the areas of programming, completing documentation and ensuring the roster and break times are adhered to.
- Ensure the resources and equipment used in the children's programs are safe, age and developmentally appropriate for the program delivery and are evaluated regularly.
- Ensure written information is available for families that reflects children's play and learning, routine requirements and a range of health and safety information.
- Follow service policies and procedures.
- Ensure safe storage and maintenance of resources and equipment is carried out in line with all OH&S requirements.
- Immediately respond to customer needs or concerns to ensure the quality of service meets agreed standards.
- All key responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the EYLF, VEYLDF and FSAC, and the NQF Quality Areas, Standards and Elements.

Deliverables of the role (Educational Leader Role)

If appointed as an Educational Leader as an extension of this role, you will also be provided with a separate position description, outlining those more specific responsibilities. All Key responsibilities are based on the National Law and Regulations, the Principles, Practices and outcomes detailed in the EYLF, VEYLDF and the NQF area, standards and elements.

- In consultation with a Coordinator/Director, Lead the preparation, planning and implementation and evaluation of a quality age specific educational program.
- Lead the team of educators and plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
- Mentor the team of educators to actively support every child to participate in the program and ensure that the program promotes children agency, choices and influence.
- Ensure all educators are developing and delivering effective and valuable documentation of children's learning in accordance with the service philosophy and the National Regulations.
- Lead the team and educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in their daily work.
- Provide opportunities for training and meetings with educators on a regular basis.
- Dedicated time will be given to the role of Educational Leader.

KEY PERFORMANCE INDICATORS

KPI	Reference	KPI	Reference
Quality of planning	Learning activities and experiences are purposeful.	Personal motivation & drive	Self-professional development.
Supervision	Active supervision of children at all times	Documentation	All required and legislated documentation is kept up to date.
Compliance	Adhere to health and safety and promote a safe environment. Adhere to Y-MAC compliance.	Communication	Strong and effective

Reviewed by	Human Resources	Review Date	10/10/2024
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Position Description



			communication with Co-workers/parents/guardians/children achieved.
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CAPABILITIES & ATTRIBUTES

- Excellent written and oral communication skills.
- Demonstrated ability to communicate with parents/caregivers.
- Lead by example through a strong work ethic.
- Model, demonstrate and teach the positive values of caring, honesty, respect, and responsibility.
- Work as part of a team and always show professionalism.
- Being punctual in attendance at every shift, and at staff meetings and training.
- Creative, resourceful, and pragmatic with a positive 'can do' and solution-focused attitude.
- Maintain a high level of discretion and confidentiality.

KEY SELECTION CRITERIA

Qualifications (pre-employment conditions)

- Current Employee Working with Children Check
- Current National Police Check (*no more than 6 months old*) and to be renewed every 3 years
- Current First Aid and CPR
- Current Anaphylaxis and Asthma qualification
- Minimum training requirement as required by ACECQA (*one of the below*)
 - Diploma in Children's Services (or equivalent) - this will attract the Level EC 4.1-4.2
 - OR a Bachelor of Early Childhood Education or Working Towards
- NDIS Workers Screening Check (*if working in a risk assessed role*)

Knowledge and Experience

- Experience working in an early years' service as an educator and preferably as a Room Leader
- Understanding and experience with writing and complying with Quality Improvement Plan (QIP)

CONDITIONS OF EMPLOYMENT

- May be required to comply with any mandated vaccination requirements as amended from time to time.
- Maintaining mandatory qualifications/requirements.
- Completion of induction as required (within first six weeks of employment)
- Comply with our [Safeguarding and Licensing Framework standards and our NDIS Practice Standards](#).
- Be able to work a flexible roster, including early mornings, nights and weekends if required.
- Attendance and active participation at Y meetings and training when requested.
- This position is subject to a 6-month probationary period.

MUST BE READ IN CONJUNCTION WITH THE Y WHITTLESEA'S HEALTHY WORKING CODE & ORGANISATION POLICIES

Reviewed by	Human Resources	Review Date	10/10/2024
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