

# POSITION DESCRIPTION

## Child Care Room Leader



Enriching children's lives through learning



ECKA acknowledges Wadawurrung and Dja Dja Wurrung as the Traditional Owners of the land, water and resources of the countries that ECKA resides upon. We thank them for sharing their connections and pay respect to their elders past, present and emerging. ECKA pays respect to the central place in education that Aboriginal culture holds and says thank you.



### Organisational Environment

The Eureka Community Kindergarten Association Inc. (ECKA) is a not-for-profit Early Years Management (EYM) organisation committed to providing leadership and management to community based early childhood education and care services; delivering quality education and care services for children in their early years; and, working in partnership to identify, develop, and deliver services that meet the needs of families and communities.

#### OUR PURPOSE

Enriching children's lives through learning

#### OUR VALUES

**RESPECT** Holding ourselves and others in high esteem and regard. Exhibiting care, concern and consideration for the needs and feelings of others and valuing the qualities and experiences that each person brings to enrich our early years services.

**COMPASSION** Allowing ourselves to be moved by the suffering and experiences of others and be motivated to help alleviate and prevent suffering through exhibiting care, comfort, acceptance and inclusiveness in our early years' services.

**COURAGE** Having the desire and strength to face fear and challenges, dealing with anything recognised as difficult, or painful, instead of withdrawing from it, to ensure our teaching, learning and actions achieve our goals and mission to deliver high quality early years' services.

**COLLABORATION** Bringing people together with a common purpose to be transformational, responsive to community needs, guided by clear goals, values and mission to deliver high quality early years services.

**All ECKA employees, whether in Educational or administration roles, are expected to share and support ECKA's Purpose and Values.**

### Statement of Commitment to Child Safety

***ECKA's purpose, Enriching children's lives through learning***, can only be achieved where children are in education and care environments that are safe, welcoming and inclusive for children and their families; and ensure that children's health safety and wellbeing is protected at all times. Importantly, children must not only be safe but also feel safe. The welfare of children in ECKA services is at all times our priority and ECKA has a zero tolerance to child abuse.

ECKA operates under a range of legislative, policy and procedural requirements that prioritise the safety of children as paramount at all times, and these are available on the ECKA website, ECKA office, and ECKA Services



ECKA encourages all children, families, employees and others involved with ECKA services to participate in regular evaluation and review of policies and practices, or at any time provide feedback, anonymously if desired, via the ECKA website, ECKA office or ECKA service. At all times, any complaints or concerns about child safety will be treated with the highest priority.

### **Statement of Commitment**

ECKA:

- is committed to the rights of all children to feel safe, and be safe at all times, including:
  - promoting the cultural safety of Aboriginal children
  - promoting the cultural safety of children from culturally and linguistically diverse backgrounds
  - promoting the safety of children with a disability
  - promoting the safety of trans and gender diverse children and their families in ECEC settings
  - ensuring that LGBTIQ+ children and families feel included
- values, respects and cares for children
- empowers children's voices by fostering opportunities for each child to participate, express their views, and to learn and develop
- always acts in the best interests of each child and has zero tolerance of child abuse
- takes all reasonable steps to ensure the health, safety and wellbeing of children at all times, whilst also promoting their learning and development
- actively manages the risks of abuse or harm to each child, including fulfilling our duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- continuously improves the way our service identifies risks of and responds to child abuse, and encourages reporting and improved responses to allegations of abuse.
- proactively sharing information with relevant authorities to promote the wellbeing and/or safety of a child or a group of children, consistent with their best interests

### **ECKA is committed to:**

- The Provision of high-quality education and care services that enhance the learning and development of all children
- Advocating for children and the early education and care sector- being an influential voice for high quality early years services
- Planning and partnering for effective, sustainable and supported early years services both now and in the future.

### **Organisation Relationship**

- Accountable for all employment matters to ECKA Management staff, (CEO and OM) who represent the ECKA Board of Management. (See Organisational Chart below)
- Work collaboratively with the Service Early Education Advisor, Nominated Supervisor and Educators to ensure the program provided reflects the service philosophy, ECKA's Purpose and Values

## General Responsibilities, Duties & Authority

- 1.1 Must be aware of and operate under the requirements of the Education and Care Services National Law Act 2010 and Regulations and Child safe Standards and ECKA policies at all times.
- 1.2 Inform the Service Leader (Nominated Supervisor), and the ECKA CEO or Operations Manager, if concerned that the Education and Care Services National Law Act 2010 and Regulations, Child Safe Standards or ECKA policies are not being met.
- 1.3 Fulfil the requirements of the position of Nominated Supervisor or a Person in day-to-day charge if required and in accordance with the requirements of the Regulations.
- 1.4 Act in accordance with the authority delegated by ECKA, in dealing with situations of an urgent nature that require immediate action, in order for the service to comply with the National Law and Regulations, Child Safe Standards, and Workplace Health and Safety (WHS).
- 1.5 The Childcare Room Leader has the authority to take such action as is necessary to ensure the health and safety of children and their families are maintained with the service and on approved activities outside the services
- 1.6 Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
- 1.7 Lead, communicate and mentor other Early Educators working within the room to provide quality early childhood education and care in line with the Victorian Early Years Learning and Development and National Quality Frameworks.
- 1.8 Other duties as delegated or directed by ECKA.

## Specific Responsibilities

### **2.1 Children**

- 2.1.1 Work in partnership with parents, children and educators to develop an educational program that is based on an approved learning framework, that supports curriculum decision-making as a continuous cycle of planning, assessment and reflection. Where educators consider the developmental needs, interests and culture of individual children and groups.
- 2.1.2 Display the educational program, updated every fortnight at a minimum.
- 2.1.3 Develop, record and maintain specific objectives for individual children based on critical reflection and regular written observations across all aspects of the child's development and share this information with parents as appropriate.
- 2.1.4 Link specific objectives for individual children into the program plan
- 2.1.5 Attend to the physical, social and emotional needs of the children as required.
- 2.1.6 Work with all staff to ensure that children are adequately supervised at all times, and every reasonable precaution is taken to protect them from any hazard.
- 2.1.7 Discuss with relevant service staff, such as other educators working with the Room Leader, the educational program, needs of families and children attending the service so that they can carry out their duties effectively
- 2.1.8 Ensure provision of a healthy, safe and welcoming environment for the children and families attending the service.
- 2.1.9 Ensure educators build and maintain strong relationships with children that are respectful and responsive to individual needs.
- 2.1.10 Develop, record and maintain specific objectives for individual children based on critical reflection with regular written observations.

## **2.2 Staff**

- 2.2.1 As part of a team, facilitate effective communication and assist in the day-to-day supervision of relevant staff/volunteers performing duties in the program.
- 2.2.2 Participate in professional development, including compliance with professional development requirements for maintaining VIT registration, and in-service programs within normal paid hours of work or additional paid hours of work, as approved or requested by ECKA.
- 2.2.3 Ensure that any overtime is approved in advance, by the ECKA Operations Manager (excluding late pick up of children as per the Delivery and Collection of Children Policy)
- 2.2.4 Hold or attend staff or program meetings within the rostered hours, or as paid overtime hours, as directed by the Educational Leader, Nominated Supervisor or ECKA.
- 2.2.5 Provide leadership while working as a member of a cooperative team and encourage educators who are involved in the program to contribute to the planning and implementation of the educational program
- 2.2.6 Participate (with the ECKA Early Education Advisor/s) in regular performance reviews of educators for whom the position is responsible
- 2.2.7 Ensure correct Occupational Health and Safety (OHS) procedures are followed at all times, and any incidents, hazards, or near misses are reported in accordance with workplace incident, injury and hazard reporting.
- 2.2.8 Keep abreast of current issues relating to the provision of children's services and participate in discussion with relevant early childhood support services and other professional services and organisations with the community as required.
- 2.2.9 Share housekeeping tasks of preparation, packing up, hygiene, and safety related to the program, with other staff.
- 2.2.10 Excluding Diploma level Room Leaders; Mentor and support pre-service teachers and other students approved for placement in the group for which the position is responsible
- 2.2.11 Assist with the induction of new staff

## **2.3 Parents / Guardians**

- 2.3.1 Actively encourage and support parental involvement in developing and implementing the program at the service.
- 2.3.2 Provide regular information about the program, the operation of the service, and child development and progress for parents in the form of Story Park, newsletters, posters, notices, and any other methods approved by ECKA to assist in effective dissemination of information to parents.
- 2.3.3 Maintain confidentiality on all issues relating to children and families and comply with the ECKA Privacy Policy.
- 2.3.4 Encourage enrolments and provide written information to parents/guardians as appropriate, in accordance with the enrolment policy and procedures. Ensure that new families are appropriately enrolled and orientated at the service.

## **2.4 ECKA Management**

- 2.4.1 Work in a co-operative manner with ECKA management, ensuring open communication on all issues pertaining to employment, management, finances – ensuring operation with the service budget- program and regulatory requirements of the service
- 2.4.2 Support ECKA's role as Approved Provider of the service, including the provision of relevant

information to ensure the service meets all regulatory and funding requirements. Provide necessary information, within agreed time lines, for the completion of all relevant program related reports and data collections as required by ECKA

2.4.3 Act professionally towards resolution of any conflict that may arise.

2.4.4 Report to ECKA management on urgent and ongoing maintenance or non-compliance concerns at the service

2.4.5 Must provide ECKA management with reasonable notice of any absence from work prior to commencement of normal rostered hours and/or absence from any planned professional development.

## Essential Skills & Competencies

### 3.1 Specialist Skills & Knowledge

- Have a sound understanding and knowledge of early childhood development and education
- Have a sound understanding and knowledge of legislation governing the operation of children's services
- Ability to develop, document and implement a high quality, developmentally appropriate education program for kindergarten children in consultation with educators, children, families and relevant stakeholders
- An ability to plan, reflect, work and manage time effectively with minimal supervision
- Ability to use online documentation and planning tools
- Provide feedback to educators to improve practice and role model best practice examples

### 3.2 Interpersonal Skills

- Excellent interpersonal skills and an ability to communicate effectively with children, staff, parents and professionals.
- Work in a cooperative, flexible and professional manner with children, parents, staff, other professionals and ECKA.
- Well-developed leadership, self-motivation skills and initiative.
- An ability to ensure confidentiality of information.

### 3.3 Physical Requirements of the Position

**Location of work:** This position will require working in the following environments:

Environment	Nil	Light	Average	Constantly
Indoor (office)			X	
Indoor (kindergarten room)				X
Outside			X	

**Physical activities:** This position requires a certain amount of physical activity, such as:

Activity	Nil	Light	Average	Constantly
Standing				X
Sitting			X	
Bending				X
Walking				X
Kneeling			X	
Repetitive hand work		X		
Heavy lifting (>15kg)		X		
Running /Rapid Response			X	

If there are any pre-existing injuries and/ or illness suffered by you which:

- **COULD** be affected by the nature of your proposed job; or
- Will require ECKA to make special allowance for or provide additional facilities or equipment to assist you please ensure you complete the Medical Conditions Disclosure form as part of your induction.

### 3.4 Essential Requirements

- Qualifications suitable for a Child Care Room Leader under the Education and Care Services National Law, Education and Care Services National Regulations and the DET Kindergarten Funding Guide
- Maintain current WWCC or VIT (whichever applicable).
- Sound knowledge of the Education and Care Services National Law Act 2010, the Education and Care Services Regulations 2011, and ECKA Policies.
- Hold and maintain an approved:
  - First aid qualification (012), including Annual CPR qualification (009)
  - Emergency asthma management training
  - Management of anaphylaxis training;

in accordance with the National Regulations and service policies

#### Other Relevant Information

- Salary and Conditions as per the Children's Services Award 2010 (CSA)
- ECKA is a Child Safe Organisation
- ECKA services and buildings are Smoke Free Environments.
- Eureka Community Kindergarten association Inc. is an Equal Opportunity Employer

**Classification**

**CSA Level 4**

**Position status**

On-going

## ECKA Organisational Chart – Childcare Room Leader

