



## **POSITION DESCRIPTION: Day Care – Room Leader**

### **Purpose Statement**

To faithfully serve and support all students, parents and staff of the Butterfield House and Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

### **Key Responsibilities**

- 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

### **Competency**

- to have a working understanding of the Victorian Early Years Framework and how it applies to the programs implemented at Butterfield House
- to be able to respond to the varied developmental needs of this age group within a long day care context
- to have a working knowledge of our policy guidelines eg. behaviour management
- to collaborate with day care staff in setting up and maintaining inviting learning environments both indoors and in shared outdoor spaces
- to demonstrate flexibility and responsiveness to the flow of the long day care program eg. May mean accessing additional resources or make adjustment in response to the way the program evolves during session time
- to be able to prioritise tasks in order to achieve outcomes within the given time restraints
- to be able to communicate positively with families about their children

## **Judgment, Independence and Problem Solving**

- to show initiative in responding to the program as it evolves in response to children's knowledge, skills and developmental levels
- to make decisions based on policy standards

## **Level of Supervision**

- routine supervision of ration 1:11 maximum (children) (in partnership with room assistants)
- guidance of daycare assistants and lunchtime relief staff in continuing program during lead educators breaks and planning time
- help facilitate smooth transition of staff in and out program to accommodate breaks

## **Training Level or Qualifications**

- Diploma of Early Childhood Education and Care, CHC50113
- Level 2 First Aide, anaphylaxis and asthma certificates
- Working with Children Certificate
- expectation to attend professional development opportunities that relate to this level

## **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
- create a friendly, secure, stimulating and interactive learning environment for the children at all times
- make 'learning visible' to families via displays and other communications such as 'storypark' and 'Xplore'
- be available to the director or educational leader to discuss and collaborate regarding program
- value nature pedagogy and embrace opportunities to help children and their families connect with outdoor environments

## **Butterfield House - Community Expectations**

- toward the end goal of developing a strong and united team, staff are requested to make themselves available and take an active role for Butterfield House staff meetings, information nights, parent and family events eg. fathers night
- in a wider context, and with an aim of connecting positively to Christian College as a whole, staff are expected to participate in events such as welcome picnic, staff retreat and year 12 graduation

## **Professional Development Expectations**

We are a community of learners. Staff are expected to engage with opportunities to develop understanding and skills related to their work with preschooler's and their families (including professional reading and in-service training), and to share gained knowledge with other staff.

## **Behaviours**

The behaviors required of you whenever you are on duty representing Butterfield House, whether on or off campus, can best be summarized as *"treating others as you would like them to treat you"*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

**Organisational Relationships**

- reports to Mrs Bernadette Johnson – the Director of Early Years (Preschool)

**General Conditions of Employment**

This position is covered under the conditions detailed in the Educational Services (Schools) General Staff Award 2010 – Preschool/Childcare Services. Details of this award can be found at [www.fairwork.gov.au](http://www.fairwork.gov.au).