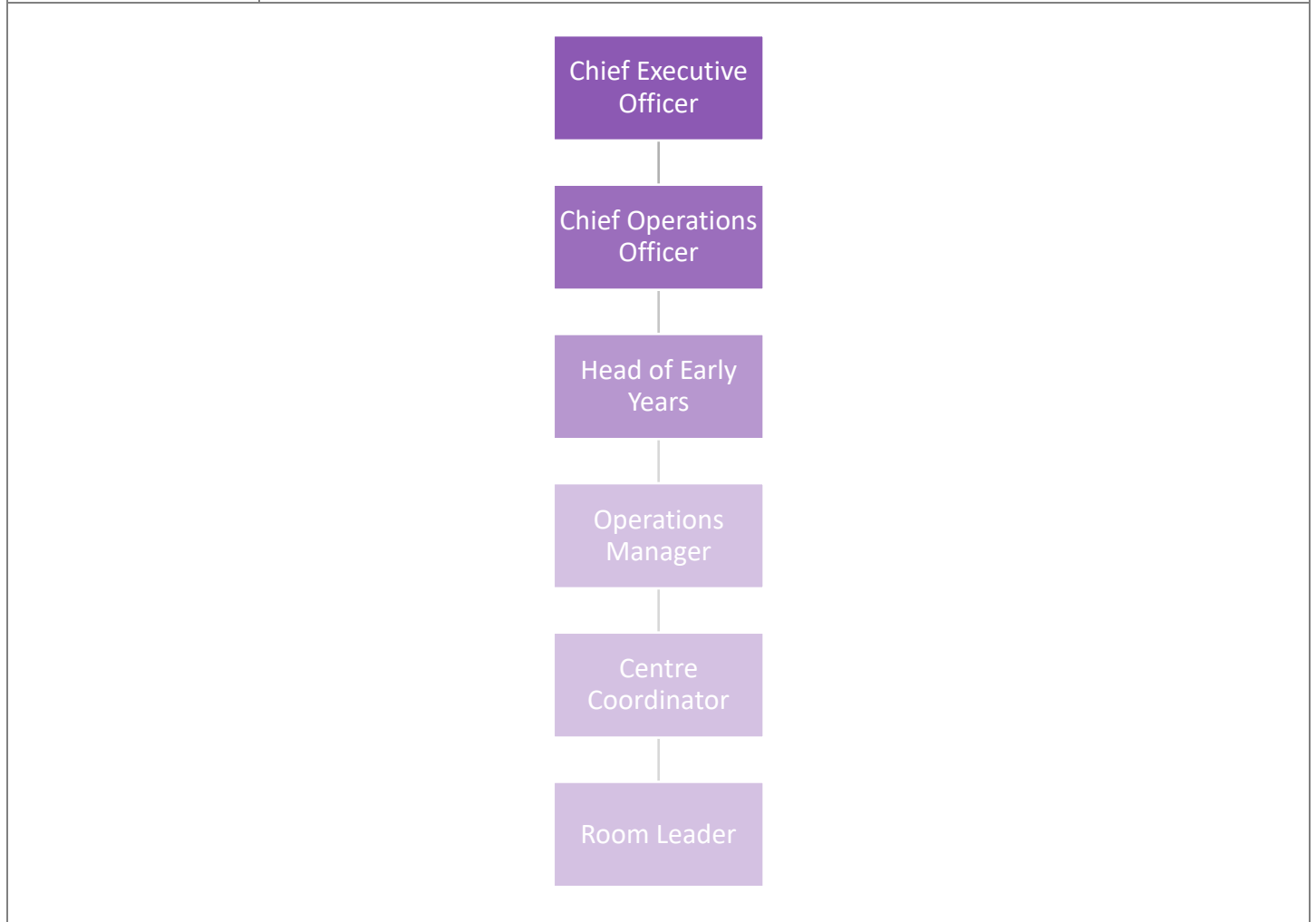


# Position Description

<b>Position Title:</b>	Room Leader
<b>Program:</b>	Early Learning and Development
<b>Salary:</b>	Wanslea Early Learning and Development Agreement; Level 3/4



## Purpose, Values and Aspiration

### Our Purpose

We support children and young people to grow and develop safely.

### Our Values

- We Care
- We Collaborate
- We Are Accountable
- We have Courage
- We Celebrate

### Our Aspiration

We create exceptional opportunities for every child and young person to thrive.

## Commitment to Child Safety

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Wanslea is committed to ensuring the safety, wellbeing and inclusion of all children; and has zero tolerance of child abuse or any form of harm. It is expected that staff and volunteers will always act in a way that prioritises the safety and wellbeing of children by ensuring that children feel safe and are safe.

## Diversity Statement

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Diversity, equity and inclusion are foundational to Wanslea' purpose, values and strategies. To achieve a culture of inclusion, we must unlock the power of our people. Providing access to meaningful opportunities, creating an environment in which everyone can thrive and grow personally and professionally. We strive to build and nurture a culture where inclusiveness is a reflex, not an initiative. Where there is a deep sense of pride, passion and belonging that transcends any role, service, language or country and is unified in our shared commitment to excellence, innovation and social responsibility.

## Position Intention

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This position is responsible for management of the day-to-day operation of the assigned room, including providing leadership and support to educators and staff within your team in line with relevant regulations, policies and procedures.

## Key Responsibilities

<b>Purpose, Values and Aspiration</b>	<ul style="list-style-type: none"><li>• Promote and demonstrate the Purpose, Values and Aspiration of Wanslea</li><li>• Embed our Purpose, Values and Aspiration in all work practices and interactions</li></ul>
<b>Core Competencies of the Role</b>	<ul style="list-style-type: none"><li>• Develop, in consultation with children, families, the Coordinator and centre staff, a curriculum that is appropriate to the individual needs and interests of the children</li><li>• Ensure the curriculum reflects principles, practices and pedagogy, including play and partnerships with families, to support learning and develop cultural competence</li><li>• Assess children's learning against the five Learning Outcomes under the Early Years Learning Framework and maintain records as required by Wanslea</li><li>• Identify children's strengths, skills and understanding and communicate their progress against the five Learning Outcomes to families and other educators</li><li>• Have direct responsibility for the supervision of a group or groups of children</li><li>• Create physical and social environments that have a positive impact on children's learning</li><li>• Promote an active learning environment</li><li>• Attend to the physical needs of the children</li><li>• Provide a supportive, stimulating, educational, healthy, safe and welcoming environment</li><li>• Discuss the specific needs of the families and children with the Coordinator, if required</li></ul>
<b>Organisation and Time Management</b>	<ul style="list-style-type: none"><li>• Ensure all tasks are carried out in a timely manner</li><li>• Respond to children's additional needs/requirements i.e. cultural, physical, emotional, medical or dietary</li></ul>
<b>Quality and Improvement Focus</b>	<ul style="list-style-type: none"><li>• Ensure that Early Years Services are delivered within Education and Care Services National Law (WA) Act 2012 and Regulations, National Quality Framework, staff handbook and policies and procedures</li><li>• Ensure that the policies of Wanslea are implemented in providing appropriate care and educational curriculum for children</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure that the children are safe and adequately supervised at all times</li> <li>• Continually seek ways to build professional knowledge and develop learning communities</li> <li>• Publicise and promote Wanslea services in the community</li> </ul>
<b>Communication and Interpersonal Relationships</b>	<ul style="list-style-type: none"> <li>• Form comforting and nurturing relationships with children and provide children with consistent emotional support</li> <li>• Attend regular staff meetings and training workshops in order to assist the facilitation of effective communication, staff development and discussions on the management and programming of the centre</li> <li>• Provide mentorship to educators/ staff within your team to support children's learning through investigation and projects</li> <li>• Support families, through communication, attending meetings and encouraging families to be involved in all centre and service activities</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Act as an appropriate role model for children and ensure all interactions with children are positive and reflect the philosophy and policies of the service, Education and Care Services National Law (WA) Act 2012 and Regulations, within the Early Years Framework</li> <li>• Maintain confidentiality at all times</li> <li>• Promote and role model practice which aligns with the centre philosophy</li> </ul>
<b>Decision Making and Problem Solving</b>	<ul style="list-style-type: none"> <li>• Undertake reflective practice to support, inform and enrich decision making about children's learning</li> </ul>
<b>Teamwork and Leadership</b>	<ul style="list-style-type: none"> <li>• Lead the Early Childhood Educators in a positive and collaborative manner</li> <li>• Effectively communicate and work with other centre staff to implement the curriculum</li> <li>• Be responsible for management of the day-to-day operation of the assigned room, including providing leadership and support to educators and staff within your team in line with relevant regulations, policies and procedures</li> <li>• In collaboration with the Educational Leader provide supervision to educators and staff to critically reflect on all aspects of the educational program, suggest improvements and continue to evolve as an educator and staff</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Embed the National Principles of Child Safety into all work undertaken</li> <li>• Ensure all reporting requirements are met in regard to any risk to child safety</li> </ul>

## Selection Criteria

<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Diploma in Early Childhood Education and Care or other approved level qualification</li> <li>• Sound understanding of Education and Care Services National Law (WA) Act 2012 and Regulations and National Quality Framework</li> <li>• Awareness of current developments in Early Years services</li> <li>• Demonstrated experience in leading, guiding and supporting educators</li> <li>• Knowledge of Child Protection legislation and its implications for the care and protection of children</li> <li>• Knowledge of Early Years Services including Long Day Care and Outside School Hours Care</li> <li>• A well-developed knowledge of health, hygiene and nutrition needs of children</li> <li>• A well-developed knowledge of stages of physical, emotional, cognitive, social and cultural development of children</li> </ul>
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	<ul style="list-style-type: none"> <li>• A well-developed knowledge of activities and experiences appropriate for age groups and stages of development of children</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team member and lead the staff within the room</li> <li>• Demonstrate a professional level of written and verbal communication skills</li> <li>• Ability to work within all policies and reflect organisational values</li> <li>• Ability to undertake all physical requirements involved with the early childhood setting including bending, squatting, pushing, lifting, pulling, trunk twisting, kneeling and standing and sitting for duration</li> <li>• Demonstrate the ability to work in partnership with families</li> <li>• Proven commitment to ongoing professional development in the early childhood profession</li> </ul>
<b>Required Compliance Documents</b>	<ul style="list-style-type: none"> <li>• Current Working with Children Check</li> <li>• Current First Aid Certificate (Education and Care)</li> <li>• Current satisfactory National Police Clearance</li> <li>• Work eligibility within Australia</li> </ul>