

Position Description

Room Lead Early Childhood Educator

Position No:	50147686
Business Unit:	Chief Operating Officer
Division:	Human Resources
Department:	Childrens Centre All Day Care
Classification:	Higher Education Officer (HEO) 5
Employment Type:	Continuing, Full-Time
Campus/Location	Melbourne (Bundoora)

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of – <http://latrobe.edu.au/>

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Position Context

The La Trobe University Community Children's Centre is located at the La Trobe University Bundoora campus, and primarily supports the La Trobe University community, including University staff and students. The Centre offers three programs to families, All Day Care, Sessional Care and the Autism Specific Early Learning and Care Centre (ASELCC). The Centre is part of the La Trobe University and works within the broader University framework.

The Room Lead Early Childhood Educator is responsible for leading, developing and delivering high quality early education and care for children consistent with the Centre philosophy, values, policies, and the Early Years learning Framework and the National Quality Framework, in their assigned early education room. In addition, this position implements practices to support their education team with day to day operations, to engage in collaborative and reflective practice and to input into the room program. The Room Lead Educator works under direction from Centre management and the Educational Leader, and in collaboration with other Centre staff to drive pedagogical practices.

Duties at this level may include:

- Develop, lead and implement a high-quality early education and care curriculum that is consistent with:
 - The Centre philosophy, procedures and policies
 - The La Trobe University cultural qualities
 - Education and Care Services National Regulations and National Law
 - The National Quality Standards
 - Early Years Learning Framework
- Develop and plan for an inclusive environment to support every child's learning.
- Develop and implement roles and responsibilities across their team to support day to day operations in the assigned early education room and/or across family grouping.
- Build and maintain professional, collaborative, inclusive and positive relationships with children and families of the service.
- Implement practices that actively protect children's safety and rights.
- Implement practices to ensure all documentation is completed as required across all areas, including observations, planning and Centre procedures
- Plan and implement curriculum experiences that engage children in meaningful learning opportunities and promotes children's agency, choice and inclusion.
- Collaborates with internal and external professionals and education team to support children's individual programs.
- Undertake all mandatory certification trainings as determined by sector regulatory requirements and Centre policies/procedures.
- Facilitate collaborative and reflective practice in their assigned early education room, to ensure all educators are supported to engage meaningfully with the room program.
- Contribute to the development of policies, procedures, and the Quality Improvement Plan (QIP)

Essential Criteria

Skills and knowledge required for the position

- Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Strong understanding of National Quality Framework and Early Years Learning Framework
- Ability to provide feedback and support to colleagues in a constructive and supportive way

- Ability to collaboratively develop high quality early education and care programs responsive to individual needs and interests of children and families, informed by the Early Years Learning Framework
- Ability to form and maintain positive connections with families and provide families with timely support and feedback
- Strong understanding of child development, including some understanding of diverse developmental pathways, for example Autism Spectrum Disorder
- An educational philosophy and practice informed by informed by a strong commitment and understanding of current theories regarding inclusion
- Some understanding and experience of evidence based early intervention for autistic children

Capabilities required to be successful in the position

- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation, and care.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.
- Ability to cultivate and create space for creativity, continuously reviewing and identifying improvements to local work practices.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- Hold a Diploma level qualification in Early Childhood Education and Care with 5+ years relevant work-related experience; AND
- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- hold, or be willing to undertake and pass, a National Police Check; AND
- hold a relevant current First Aid Certificate; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics.
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

For Human Resource Use Only

Initials:

Date: