

Position description

Position title:	Room Leader, Bachelor Qualified
Faculty and/or School/Section/VCO:	Campus Life
Campus:	SMB Campus
Classification:	Within the HEW Level 4 range
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849444
Further information from:	Ms Melanie Coffey, Manager, Administration and Business Telephone: (03) 5327 9848 E-mail: m.coffey@federation.edu.au
Position description approved by:	Mr Colin Marshall, Director, Campus Life

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: HR Business Partner

Original Issue: 01/11/2009
Current Version: 06/11/2019

Position Summary

The Room Leader, Bachelor Qualified is responsible for providing programs which meet the needs, strengths and interests of the children in their care at Federation University Children's Centres at the SMB Campus by working as part of a team promoting a caring, stimulating and relaxing environment for each child while meeting the requirements of the Education and Care Services National Regulations 2012, National Quality Standard and Early Years Learning Framework.

Key Responsibilities

1. Maintain a thorough understanding and application of the Education and Care Services National Regulations and National Quality Standard while performing the duties and responsibilities of the position.
2. Take responsibility for a group of up to 22 children aged 6 weeks to 6 years.
3. Provide a safe, caring, stimulating and appealing environment for all children and staff ensuring the health and wellbeing of each child is a priority while contributing to the operations of the Centre.
4. Plan, implement, display and critically reflect on programs based on the children's individual needs promoting cultural diversity and gender equity.
5. Sound knowledge of the Child Safe Standards, child safety and child protection.
6. Maintain and update children's records and ensure the timely and proper completion of all appropriate forms, documents and records necessary.
7. Communicate effectively with children, families, educators and other professionals on a regular basis.
8. Advise the Federation University Children's Centre Coordinator/Deputy Coordinator of relevant matters pertaining to program development, the needs of individual children and any issues that may impact on the operation of Federation University Children's Centres and provide regular reports.
9. Provide a positive role model to co-workers, children, students and families and participate in staff meetings, in-service training and parent meetings.
10. Ensure compliance with Federation University Children's Centres' philosophy, policy and procedures and assist with the ongoing development and review of the Children's Centres policies and Quality Improvement Plan.
11. Supervise other staff and students on placement at Federation University Children's Centres and consult with University staff and relevant authorities as required.
12. Understand and implement the principles outlined by the Victorian Early Years Learning and Development Framework (VEYLDF), the National Early Year Learning Framework (EYLF), National Quality Standard and keep up to date with research and current issues in the Early Childhood Education field.
13. Undertake other duties as required by the Coordinator.
14. Maintain signed consent to be a staff member in a research and demonstration Early Childhood Education Centre.
15. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information, please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.

16. Undertake the responsibilities of the position adhering to:
- The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of Supervision and Responsibility

The Room Leader, Bachelor Qualified reports to the Children's Centre Coordinator and is required to work under general direction with independence in day-to-day sequencing of activities.

The Room Leader, Bachelor Qualified is expected to use judgement in solving the daily issues which arise in this busy environment, and assessing and developing appropriate programs. The position must assess and recommend safety needs to ensure a secure and safe environment, and maintain appropriate records and information regarding children and families. The position is expected to have knowledge of and be able to apply Education and Care National Regulations, Occupational Health and Safety requirements, the Victorian Early Years Learning and Development Framework (VEYLDF), the National Early Year Learning Framework (EYLF) as well as the Federation University Children's Centres and University policies and procedures.

The Room Leader, Bachelor Qualified provides close supervision of, and delegates to, Early Childhood Educator, Diploma Qualified, Early Childhood Educator, Certificate III, students and volunteers. The position is also expected to be innovative and imaginative in the use and maintenance of resources to provide stimulating and original programs to suit the age groups under their care.

The Room Leader, Bachelor Qualified is required to develop and implement a range of tasks and functions within the room which includes emergent and planned curriculums, reflection and evaluation of programs, general routines and transition periods.

Training and Qualifications

1. The National Education and Care Services Regulations requires the following:
- A Bachelor of Early Childhood Education; or
 - a Diploma of Early Childhood Education and be working towards a Bachelor of Early Childhood Education; or
 - working towards a Bachelor of Early Childhood Education and has completed at least 50% of the qualification

Anaphylaxis, Asthma and current First Aid (Level 2) certificates and a Safe Food Handling Certificate would also be advantageous.

A valid Working with Children Check (WWC) Assessment Notice and/or WWC Card which demonstrated suitability for employment in a Children's Service.

Completion of the Victorian Government, Department of Education online training 'Protecting Children- Mandatory Reporting and other obligations' eLearning Module.

Position/Organisational Relationships

The Room Leader, Bachelor Qualified is under the routine supervision of the Children's Centre Coordinator in providing Early Childhood Education services to the University and local community.

Key Selection Criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. The National Education and Care Services Regulations requires the following:

- A Bachelor of Early Childhood Education; or
- a Diploma of Early Childhood Education and be working towards a Bachelor of Early Childhood Education; or
- working towards a Bachelor of Early Childhood Education and has completed at least 50% of the qualification

Anaphylaxis, Asthma and current First Aid (Level 2) certificates and a Safe Food Handling Certificate would also be advantageous.

A valid Working with Children Check (WWC) Assessment Notice and/or WWC Card which demonstrated suitability for employment in a Children's Service.

Completion of the Victorian Government, Department of Education online training 'Protecting Children- Mandatory Reporting and other obligations' eLearning Module.

2. Demonstrated understanding of the Education and Care Services National Regulations, the National Quality Standard, the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Early Year Learning Framework (EYLF).
3. Demonstrated knowledge and understanding of early childhood development and the ability to convey acceptance of and sensitivity to family and children's values and needs.
4. Demonstrated knowledge of health and safety requirements specific to Early Childhood Education.
5. Demonstrated knowledge of the Child Safe Standards, child safety and child protection.
6. Demonstrated organisational, writing and effective communication skills, including conflict resolution skills.
7. Demonstrated ability to lead a team, delegate tasks, supervise others and work as part of a team.
8. Knowledge of planning culturally appropriate and anti-biased quality programs.
9. Willingness to promote the field of Early Childhood Education as valuable within the broader community.
10. Willingness and consent to work as an Early Childhood Educator in a research and demonstration Early Childhood Education Centre.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.