



Position Description

Qualified Room Leader – Certified Supervisor & Child Care

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| Appointment: | Part-time (37.5 hrs per week) Roster applies – Shift times between the Centre’s open and closing time frames. Children’s Services (Victoria) Award 2010 |
| Award Classification: | |
| Appropriate Industry Qualification: | Diploma in Children’s Services Working with Children’s Check |
| Preferred Qualifications: | Police Check First Aid Certificate, Anaphylaxis Certificate and Asthma Certificate (all of which must be upheld throughout time of employment with Little Flyers Learning Centres). Child Safe Certificate Food Handling Certificate Computer Operating Skills |

Aims of the position:

- To be fully conversant with the National Education and Care Services Regulations 2011 and to assist in maintaining standards according to the requirements of the Centre’s Policies and Procedures and the National Quality Framework.
- To be fully conversant with the Early Childhood Australia’s Code of Ethics.

Duties of the position:

1. To ensure the health, safety and wellbeing of all children under your care.
2. To be aware of your responsibility in complying with The Child Safe Standards.
3. To implement an appropriate educational program for a specific group of children, age and stage related that demonstrates the Centre’s Declaration of Intent and curriculum and is in accordance with the VELYF.
4. To document children’s development progress and learning, apply to each child’s individual portfolio.
5. To document changes and spontaneous learning experiences on the program.
6. Lead and contribute to the critical reflection of the room and the program.
7. Showcase children’s works, projects and dialogue regarding the program and its learning experiences.
8. To actively participate with the children in all learning experiences which occur both indoors and outdoors.
9. Carry out the Centre’s daily routine ensuring each individual child has attention and care as required.
10. To discuss with the Co-educators, the needs of the children under your care.
11. Maintain a welcoming, attractive, hygienic and safe indoor and outdoor physical environment.
12. Attend and contribute to staff development and communication sessions / meetings and in-service training.
13. To work as a member of a co-operative team in the implementation of program planning, parent contact and sharing duties.
14. To communicate with families about their child’s development.

15. To ensure total confidentiality is maintained in regard to all matters to the client, fellow employees, Centre documents and issues.
16. To follow housekeeping practices which ensures that equipment is maintained at an optimal level and the Centre is kept orderly and presentable including yard and equipment checks.
17. To implement the Teaching, Learning and Curriculum in daily practice.
18. To provide a safe, happy and stimulating environment.
19. To liaise with co-workers, parents and their representatives
20. To maintain the physical environment.
21. To distribute monthly educational and room news Newsletters to families.
22. To plan and implement an induction program for new children in co-operation with parents and other staff.
23. To develop and maintain developmental electronic files for all children in your care and education.
24. To ensure all staff have knowledge about emergency procedures.
25. To ensure that Allergy and Special Requirements are followed in the room for children in your care.
26. To answer telephones and relay messages or write them down and leave them on the office desk; if asked to be responsible for the phone.
27. To be the nominated responsible person of the Centre in the absence of the Nominated Supervisor when required.
28. To be responsible for the opening and closing of the Centre documenting the procedures undertaken when required.
29. To be responsible for the completion of OH & S logs / checks as required by the Centre.

Organisational Relationships:

Reports to: Centre Director / Nominated Supervisor

Internal Contacts: All Centre staff in the care of the Centre

Extent of Authority: Authorised to take steps necessary to ensure the health, safety and wellbeing of all children under your care and educators and staff under your supervision.

Accountability: To ensure that you are an active participant in working as part of a team in providing a quality Centre for families to utilise under the Centre's policies and procedures and National and State laws.