

# DUBBO CHRISTIAN PRESCHOOL

## POSITION DESCRIPTION



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### POSITION DETAILS

Position Title:	Room Leader (Diploma)
Department:	Dubbo Christian Preschool
Date Updated :	7 December 2018
Reports to:	Director
Commencement Level:	Level 5 Step 1 – Preschool/Childcare Services

### Primary Purpose

	<p>The Room Leader (Diploma) is an integral part of the Preschool based team and works in partnership with, and under the direction of the Director and/or Early Childhood Teachers (ECT). Various factors will influence the specific responsibilities assigned to a Room Leader (Diploma), including the characteristics and personalities of specific staff and the children in their care. The ECT in charge for the day may vary the specific responsibilities, but in all cases it is expected that a cooperative and collaborative team will be formed under the direction and guidance of the relevant staff members.</p> <p>The Room Leader (Diploma) contributes to the provision of a quality educational service with the preparation of lessons and enhancement of the learning process with assistance and support from the ECT. This includes both the preparation of learning material for the program and supporting children throughout the day.</p>
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### Essential Criteria

	<ul style="list-style-type: none"><li>• Diploma of Early Childhood Education and Care or equivalent;</li><li>• Demonstrated ability or experience to perform as a Preschool Room Lead;</li><li>• Ability to work in a team and maintain a positive and professional approach to children, co-workers and other members of the Preschool community;</li><li>• Demonstrated proficiency and competence in the use of technology to enhance educational outcomes;</li><li>• High level of interpersonal and communication skills.</li></ul>
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### Desirable Criteria

	<ul style="list-style-type: none"><li>• Vaccinations in accordance with NHRMC best practice standards;</li><li>• Basic knowledge of Workplace Health and Safety.</li></ul>
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### Personal Attributes

	<ul style="list-style-type: none"><li>• Openly affirm and practice the Christian faith;</li><li>• Demonstrate a Christian approach when dealing with others;</li><li>• Commitment to the school's Vision, Mission and Christian perspective;</li><li>• Integrity, loyalty, honesty, empathy and assertiveness (pleasantly);</li><li>• Initiative and self-motivation skills;</li><li>• Analytical and problem solving skills to resolve routine issues;</li><li>• Ability to remain calm and courteous in stressful situations.</li></ul>
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### KEY RESPONSIBILITIES

In all matters concerning their appointment, the Room Leader (Diploma) will be accountable to the Director or Responsible Person In Charge and the ECT.

The Room Leader (Diploma) contributes to the following areas of responsibility:

#### **Duties in Relation to Children (Primary Function)**

- Responsibility, in consultation with the Director, the Director's nominee, or ECT for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups of children in care in line with the requirements of the National Quality Standards, the Education and Care Services National Law Act 2010 and Education And Care Services National Regulations 2012;
- Responsibility for the direction and general supervision of lower level employees;
- Ensuring a safe environment is maintained for children and employees;
- Ensuring that records are maintained accurately for each child in the employee's care;
- Developing, implementing and evaluating daily care routines;
- Ensuring adherence to the policies and procedures;
- Liaise with families by completing end of year reports for children in your care and conduct Parent/Teacher conferences mid-year as well as individual conferences throughout the year as required;
- Via involvement with children, facilitate developmentally appropriate social behaviour and skills while playing and talking;
- Provide learning support and pastoral care for children, including those with special needs and/or learning difficulties/disabilities;
- Prepare/delegate the learning environment, teaching materials and outdoor equipment for the daily activities;
- Compile relevant anecdotal/verbal observations about abilities and behaviour for informed decision making and record keeping;
- Contribute to the welfare, health and safety of children;
- Assist children with behaviour intervention strategies.

#### **Working with Children with Special Needs**

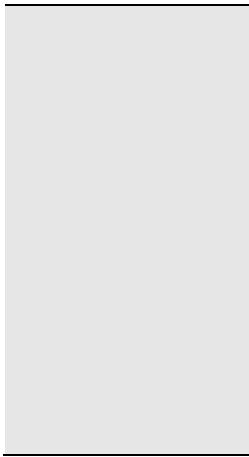
- Communication between home and the Preschool is the direct responsibility of the Room Leader (Diploma) or Director. Childcare Workers under the Room Leader's direction can assist this process by providing information to him/her by identifying and sharing observations regarding the child's learning abilities.

#### **Administration Duties**

- Observe and document with reference to the National Quality Standards, considering the developmental needs, interests and abilities of the children in your direct care;
- Use technical skills to operate appropriate office equipment, including photocopier, guillotine and laminator to prepare educational resources;
- The preparation, implementation and production of the programme;
- Greet the children on arrival and departure;
- Under the direction of an ECT or Director, assist with the preparation and maintenance of the learning environment, which may include: cleaning, maintaining equipment, materials and resources for use in classes, displays and demonstrations.

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### **Professional Engagement**

- Display a high level of professional conduct;
  - Regularly attend and participate in staff meetings;
  - Participate in ongoing staff coaching and professional development;
  - Participate in relevant ongoing professional development in the areas of leadership and group management as well as other skills relevant to the learning environment.
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- Some duties will need to be performed at times other than during the gazetted Preschool hours and dates. Duties may be varied by the Preschool from time to time in accordance with the Preschool's operational requirements.

### **Hours of Duty**

This is a permanent full-time position. Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

*'Whatever you do, work at it with all your heart as working for the Lord, not men'*  
*Col 3:23*