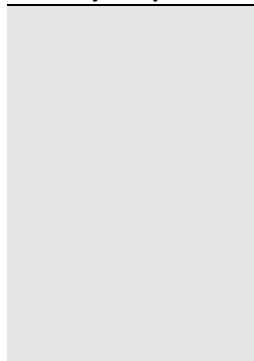


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**POSITION DETAILS**

Position Title:	Room Leader (Early Childhood Teacher (ECT))
Department:	Dubbo Christian Preschool
Date Established:	05 November 2021
Reports to:	Director

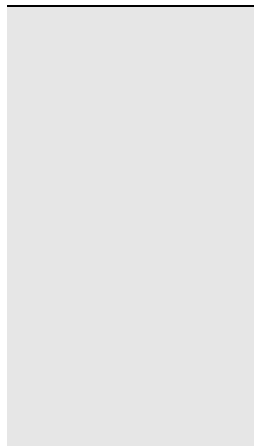
**Primary Purpose**



The Room Leader (ECT) is an integral part of the Preschool team and works in partnership with, and under the direction of, the Director and Educational Leader. Room Leader (ECT) will lead a cooperative and collaborative team formed under the direction and guidance of the relevant overseers.

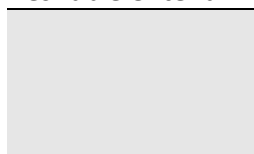
The Room Leader (ECT) is to contribute to the provision of a quality educational service with the preparation of experiences and enhancement of the learning process with assistance and support from fellow Educators. This includes both the preparation of learning material for the learning environment and supporting children throughout the day.

**Essential Criteria**



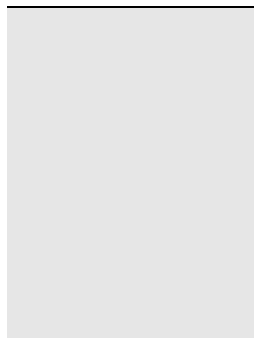
- Bachelor of Early Childhood Education or equivalent
- Meeting the requirements of Accreditation and Professional Standards through NESAs
- Demonstrated ability or experience to perform as an Educator
- Ability to lead and work in a team, maintaining a positive and professional approach to children, co-workers and other members of the Preschool community
- Demonstrated proficiency and competence in the use of technology to enhance educational outcomes
- A committed Christian and active member of a church
- High level of interpersonal and communication skills
- Vaccinations in accordance with NHRMC best practice standards

**Desirable Criteria**



- First Aid Qualification HLTAID004 or equivalent
- Basic knowledge of Workplace Health and Safety
- Identify and Respond to Children and Young People at Risk Qualification CHCPRT001

**Personal Attributes**



- A commitment to the Preschool's Vision, Mission and Christian perspective
- Commitment to contribute to the wider Berakah community
- Well-developed written, oral and organisational skills
- A commitment to the Preschool's Child Safe Standards
- Demonstrated resilience and use of initiative
- A commitment to ongoing personal professional development and best practice
- The ability to be discreet and maintain confidentiality

## POSITION DESCRIPTION

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### RESPONSIBILITIES

In all matters concerning their appointment, the Room Leader (ECT) will be accountable to the Director, Responsible Person-In-Charge and Educational Leader and will contribute to the following areas of responsibility:

#### **Main Duties**

- In consultation with the Director and Educational Leader, be responsible for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups of children in line with the National Quality Standards, the Education and Care Services National Law Act 2010 and Education And Care Services National Regulations 2011
- Responsibility for the direction and general supervision of staff in your room
- Greet the children and parents on arrival and departure
- Ensuring a safe environment is maintained for children and employees
- Ensuring that records are maintained accurately for each child
- Ensuring adherence to the policies and procedures
- Modelling and supporting developmentally appropriate social behaviour and skills while interacting with children
- Prepare/Delegate the learning environment, teaching materials and outdoor equipment for the daily activities
- Contribute to the safety, wellbeing and pastoral care of children
- Assist children with behaviour guidance strategies
- Ensure students on placement are effectively supervised

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

- Communication between home and the Preschool is the responsibility of Room Leaders (ECT/Diploma) or Director. Educators under the Room Leader's direction can assist by providing information in identifying and sharing observations regarding the child's learning needs
- Use appropriate adaptive technologies that will assist children with special needs, including but not limited to, hearing aids, computer software or vision magnifiers
- Provide learning support
- Support the development of an Individual Learning Plan

#### **Administration Duties**

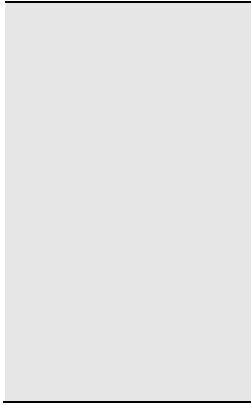
- Observe and document with reference to the National Quality Standards and Early Years Learning Framework, considering the developmental needs, interests and abilities of the children
- Use technical skills to operate appropriate office equipment, including photocopier, computer and laminator to prepare educational resources
- Prepare, implement and produce respective programs
- Direct and assist with the preparation and maintenance of the learning environment, which may include: cleaning, maintaining equipment, materials and resources for use in rooms, displays and experiences

#### **Professional Engagement**

- Adhere to the Staff Code of Conduct with a high level of professionalism
- Regularly attend and participate in staff meetings
- Participate in ongoing staff coaching and professional development

## POSITION DESCRIPTION

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- Participate in relevant ongoing professional development in the areas of leadership and group management as well as other skills relevant to the learning environment

### **Other**

- 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.
- Carry out other duties as directed by the Director/Educational Leader/Responsible Person-in-Charge

### **Hours of Duty**

Specific weekly hours and entitlements 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*