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Child Care Centre

## **Job description: Certificate III Early Childhood Educator and or Room Leader**

**TITLE: Certificate III Early Childhood Educator and or Room Leader**

**Reports:** Nominated Supervisor/Director

### **QUALIFICATIONS**

ACECQA recognised Certificate III Early Childhood and Care or equivalent  
Minimum 3 year industry experience  
Room Leader experience preferred  
First Aid Certificate  
Anaphylaxis Management Certificate  
Asthma Management Certificate  
Child Protection  
Working with Children's Check

### **PERSONAL CHARACTERISTICS (not limited to the list below)**

- Strong leadership skills
- Personable/Relatable
- Shows empathy
- Positive and happy attitude
- Effective time management
- Organised
- Aware of the importance of hygiene and a clean environment
- Patient
- Kind
- Caring
- Motivated
- Driven
- Ability to relate to various people/situations
- Passionate about their job
- Focus on making a difference in children's learning and experiences

### **DUTIES OF THE POSITION**

#### **In respect to Programming**

- Assist in planning, implementation and evaluation of the daily program for the children in their care
- Assist in planning and preparing the environment, setting up interest services, preparing and clearing away materials and supplies
- Responsible for ensuring that the records are maintained accurately for each child in their care
- Have a working knowledge of and the implications for education and care
- Have an actively anti bias approach which is reflected in interactions with children, families and staff
- Keep up to date with current developments in the Early Childhood field
- Develop, implement and evaluate daily care routines



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- Develop innovative educational programs in conjunction with other service staff

**In respect to the Staff**

- Develop strong leadership skills and contribute effectively to a team environment
- Support and supervise co-workers (particularly volunteers, students and trainees) on a daily basis.
- Promote a healthy team environment and develop positive channels of communication to ensure a smooth running of the room environment and overall Service.
- Assist to plan, implement and evaluate programs suitable to the individual needs and interests of children



- Assist to lead, guide and support co-workers to create a safe, supportive, stimulating and educational environment for the children
- Assist to lead, guide and support co-workers to maintain ongoing records of the child's development and daily information records
- Participate in ongoing professional development and training programs
- Assist to supervise and assist co-workers undertaking further studies and other professional development training
- Report and communicate with the Nominated Supervisor/Director of any performance issues that may be affecting staff/service performance
- Participate and lead staff meetings, family meetings and management meetings as required

#### **In respect to the Service**

- Work according to the Education and Care Services National Regulations 2011 under the Education and Care Services National Law Act 2010 as determined by the NSW Department of Education and Communities.
- Work and comply in accordance with the Service Policies and Procedures, Service Philosophy/Statement of Intent, Professional Educator Behaviours and Early Childhood Australia Code of Conduct
- Have a commitment to ACECQA assessment and rating principles, the Service philosophy of education and care and Early Years Learning Framework principle
- Implementation of developmentally appropriate programs for children
- To develop a co-operative relationship with all members of staff, to ensure a smoothly operating service and a consistently caring, secure and active environment for all the children at all times
- Ensure the Approved Provider/Nominated Supervisor is informed of any problem arising, which would affect the children or the smooth running of the Service.
- Ensure effective use of Information Technology
- Ensure the service is hygienically clean throughout all times of the day to a high standard
- Resource the Service with appropriate equipment and ensure the team maintain it at a high standard
- Build effective networks with relevant community organisations and government
- Any other duties, within the scope of the position, as specified by the Approved Provider/Nominated Supervisor

#### **E. In respect to the Families**

- To be available to parents as a resource person and for discussion of problems and advise or refer as required.
- To welcome and farewell parents when available and/or ensure other staff members do the same.
- To encourage involvement of parents at the Service.
- By regular contact with parents, personal contact, monthly newsletters, notice boards, parent meetings etc, keep parents informed of activities, change and development within the Service.
- To maintain and update parent notice board.
- To respect all parents' individual rights and cultural background.
- To maintain confidentiality at all times.

#### **F. In respect to Child Protection**



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- To assist the head of agency to comply with child protection in the workplace – responding to allegations of reportable conduct against employees
- Inform the head of agency of all allegations or convictions of a child protection nature against an employee, of which you become aware
- Ensure compliance as a mandatory reporter, where there is reasonable grounds to suspect that a child is a risk of harm

### **G. In respect to WHS**

- Follow WHS policies and procedures
- Maintain and clean and safe environment
- Investigate workplace hazards and ensure corrective actions are implemented.
- Ensure areas of responsibility comply with WHS legislation and injury management policies and procedures.
- Communicate of WHS information and issues as they arise to the Nominated Supervisor/Approved Provider for action.
- Remains up to date with WHS, and risk assessment procedures.
- Provide advice and assistance on WHS issues within the Service and ensure workplace inspections are carried out.

### **H. In respect of Themselves**

- To conduct oneself in a professional manner.
- Solve problems promptly and decisively.
- Be enthusiastic, positive and productive at all times.
- To dress neatly at all times.
- To maintain personal hygiene.
- Sign on and off each day, read staff communication book. Maintain and update staff notice board as required.
- Delegate duties necessary to the function of the Service.
- To be punctual.
- To ensure ongoing professional development by:
  - Attending relevant inservices, courses, workshops, conferences.
  - Seeking advice and support as required from a network of other Professional's such as other teachers, workers, specialists.
  - Evaluating own work as a Certificate III qualified early childhood educator/Room Leader.
  - Keeping abreast of research and new developments in the field of Early Childhood Services.
  - Abide by the Regulations and Service Philosophy and Centre Policies and Procedures.

### **I. In respect to the Community**

- Distribute information to assist families to access resources within our community
- Be an advocate for high quality services for children in our community
- Build social capital by promoting our community participation in decision making



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- Participate in excursions and experiences with children which promote awareness of our community

**J. In respect to Students**

- To provide a supportive learning environment for all students working in the Service.
- To communicate freely with students, regarding their progress and advise and help as required.
- To liaise with training Institutions, staff and schools regarding students.

**K. In respect to Volunteers**

- To communicate the aims of the Service and the services provided.
- To welcome interested people to the Service.
- To act as a resource person to groups within the community.
- To ensure that the Service is providing services which meet child and family needs.

**L. In respect to Maintenance**

- To ensure that the Service is maintained and in good repair.
- To be responsible and report equipment so they are maintained in working order.
- To advise Approved Provider/Nominated Supervisor new equipment and supplies are required.
- To consult with parents and staff and other relevant bodies.
- To follow housekeeping practices, which ensures that the building is maintained at an optimal level throughout the Service.
- Staff practice emergency procedures with children at least once (1) every month.

**I undertake to fulfil the specification of this job description, abide by the policies of this service and to follow the instructions of the service Approved Provider.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_