



bestchance is the operating name of Child & Family Care Network Inc.

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### **POSITION DESCRIPTION**

**Position Title:** Room Leader  
**Reporting to:** Child Care Services Manager  
**Location:** Children's Centre, 583 Ferntree Gully Road  
**Date:** July 2008

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#### **Focus:**

To provide a stimulating inclusive and developmentally appropriate program delivered as part of an integrated service.

#### **Objectives:**

- To provide supervision, direction, leadership and on the job training to the team within the room including program assistants, parents on duty and volunteers within the program boundaries.
- To work as a team member to provide a safe and stimulating environment for children's learning development and care.
- To implement high quality children's programs, responding to individual strengths and interests of children and families.
- To create and maintain safe and healthy settings that enhance children's autonomy, initiative, self-worth and dignity.

#### **Main Tasks:**

1. Oversee all activities of the Room and demonstrate compliance with all legislative requirements and the Australian Early Childhood Code of Ethics.
2. Coordinate the development, implementation and evaluation of high quality children's programs.
3. Ensure that the children's environment, inside the room and outside, is clean inviting and stimulating.
4. Gain cooperation and assistance of Child Care Assistants, parents, students and volunteers while supervising and directing them in the performance of their duties.
5. Maintain a professional approach to work, which reflects the centre's philosophy, policies and procedures and ensures confidentiality in all aspects of centre operations.
6. Work as an effective team member.

**Performance Indicators:**

**1. Legislative, Accreditation and Organisation Requirements**

Maintain knowledge and understanding of, and at all times act in accordance with:

- The Children's Services Regulations 1998
- The Children's Services Act 1996
- Occupational Health and Safety Act 1995
- The Australian Early Childhood Code of Ethics
- **bestchance** Child Family Care Policy and Procedures – in particular Behaviour Guidance Policy, Child Abuse Prevention Policy and Privacy Policy
- National Childcare Accreditation Council (NCAC) – Quality Areas

**2. Children's Developmental Programs**

- Plan, implement and evaluate high quality Child Care programs for individuals and groups based on the strengths and interests of children in care.
- Display a professionally written program based on information gained during formal study.
- Display a daily journal of the rooms activities.
- Develop and maintain individual child progress/observational records of all children within the room. Records must link observations to programming and include evaluation.

**3. Relationship with families**

- Acknowledge families as a valuable resource and develop positive relationships with them based on mutual respect and open communication.
- Relate sensitively, approaching each child & family with equity regardless of differences in ability, ethnic or family culture, and religious or political background.
- Ensure all interactions with children and families reflect the centre's philosophy and policies.
- Provide high quality customer service to children and families.
- Respond to concerns in a timely manner and refer significant and/or unresolved issues to the Child Care Services Manager as appropriate.
- Respect the confidentiality of information relating to parents and children.

**4. Team Work**

- Supervise, direct, support and assist workers, parents, students and volunteers with clear explanations of duties and expectations.
- Work with colleagues in a spirit of co-operation to maintain and continuously improve the standard of the service at bestchance Child Family Care.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Attend staff meetings and any professional training sessions identified by the Child Care Services Manager.
- Accurately and promptly communicate all messages and report all issues to the Child Care Services Manager.

## **5. Risk Management**

- Carry out building, equipment and security checks where appropriate and report all health and safety risks to the Child Care Services Manager.
- Become familiar with the Centre's Evacuation Procedures and fire extinguisher positions.
- Engage in regular emergency evacuation drills.
- Maintain a high level of hygiene and safety.
- Carry out routine internal and external cleaning and tidying tasks.
- Prepare food and snacks and supervise their consumption as per the Centre's Hygiene Policy and Procedures.

### **Qualifications and Experience:**

- Room Leaders must hold suitable Tertiary qualifications to be recognised as a qualified staff member under the Children's Services Act 1996 and Children's Services Regulations 1998.
- Room Leaders must be fit and proper persons for, and be registered by the service as appropriate in, the position of Nominee under the Children's Services Act 1996.
- A satisfactory current Police Records Check
- A current Working With Children Check
- Hold an appropriate and current first aid training certificate, which complies with the requirements of the Children's Services Regulations 1998.
- Demonstrated experience in Centre-based Child Care.

### **Selection Criteria:**

- Sound knowledge and understanding of early childhood development and program planning with an ability to plan and evaluate educational programs for groups and individual children six (6) years of age and under.
- Working knowledge of the Children's Services Regulations 1998.
- Demonstrate ability to work as part of a team.
- Demonstrate ability and willingness to communicate with children, staff and parents.

### **Organisational Relationship**

Reports to: Child Care Services Manager

Supervision: Other Qualified Staff, Child Care Assistants, Students and Volunteers

Internal Liaisons: Child Care Staff, Kindergarten Staff, Early Childhood Intervention Staff, Sessional Care Staff, Families accessing service and Administration Staff

**Children's Centre information:**

**bestchance** Child Family Care is the operator of the **bestchance** Children's Centre, a recently-constructed state of the art Children's Hub offering a variety of services including Long Day Care, Sessional Care, all day Kindergarten, Early Childhood Intervention program, community space for support agencies and parenting courses.

The Centre was developed to be a leader in early childhood services and is committed to delivering high quality but economically sustainable programs that are practical, reliable and responsive to the life issues of families. Its philosophy is to ensure that programs are based on the latest research and are developmentally appropriate, catering for the individual developmental needs and interests of the children whose families utilise the services.

The Centre's design incorporates environmentally sustainable and water-wise concepts. It is a place where families can come together to learn, be listened to and to interact in a warm positive environment that meets the needs of the community.

Please see [www.bestchance.org.au](http://www.bestchance.org.au) for further information about **bestchance** Child Family Care.

**Organisational Information:**

**bestchance** is an equal opportunity employer and has a smoke free environment in its buildings and motor vehicles.