**Room Leader**

**Position Details**

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| **Position** | Room Leader (Approved Nominee) |
| **Award** | NHACE Agreement 2018  Schedule 3 Part C |
| **Position Classification:** | Level 5.4 |
| **Reports to:** | **Educational Leader/Coordinator** |
| **Direct Reports:** | Early Years Educators |
| **Time Fraction:** | 15 hours per week (Monday to Friday) |
| **Classification:** | as per **NHACE Collective Agreement 2018,** Children’s Services Employees Award - Level 5 |

**About the Organisation**

North West Neighbourhood House Network Inc (NWNHN) is a community based not-for-profit organisation. NWNHN currently is the auspice organisation for the Fawkner Neighbourhood House.

The role of the NWNHN is to provide support and resources to Neighbourhood Houses across Hume and Moreland Local Government areas. There are 18 Neighbourhood Houses in the Network.

Fawkner Neighbourhood House (under auspice) provides many different activities and classes for the local community within adult education and community development frameworks. The Fawkner Neighbourhood House is very supportive of learners of all ages from culturally and linguistically diverse (CALD) communities.

Fawkner Neighbourhood House is a Child Safe Organisation.

Our Service will comply with the required educators to child ratios, taking into consideration qualification requirements and experience, implement the required staffing requirements and ensure all staff adhere to our Code of Conduct.

Our Service will ensure all staff and visitors (contractors, health professionals, volunteers, students, committee members) are fully vaccinated against COVID-19 or hold a medical contraindication certificate, as per the current Public Health Order (Vic).

**About the Role**

This position will ensure that our childcare facility is a friendly, safe, environment for all children. Be culturally sensitive and aware, with sound communication skills in dealing with children, parents and family.

This role requires a strong customer focus and the exceptional delivery of the National Quality Framework (NQF) in Early Learning Education and Care.

Community engagement and promotion of the Occasional Care Centre across a broad cultural community will be essential.

A probationary period of six [6] months service is mandatory before an ongoing contract of employment is offered.

**Primary Responsibilities**

**Children’s Services**

**Administration**

**Programming**

**People Leadership**

1. **People Leadership**

* Assist the Educational Leader in directing and mentoring the employees engaged in the development, implementation and evaluation of developmentally and culturally appropriate programs
* Assist in the assessment of new employee skills throughout the probationary period
* Promote and accept personal accountability by providing clear communication and regular feedback within the team
* Actively engage in the provision of ongoing leadership in all areas of administrative procedures, curriculum development, parent and community liaison, employees professional development and training and any other areas as the need arises
* Provide honest and factual feedback to the Educational Leader on employee performance for the purpose of performance appraisals
* Promote a culture of continuous learning and development within the Early Education team
* Assist in the supervision of all employees within the service to align their actions with the core values and vision of North West Neighbourhood House Network Inc.

1. **Children’s Services**

* Actively promote the Childcare Centre as a Child Safe organisation
* Deliver consistent, high-quality practice of the NQF, including regulatory compliance (Education and Care National Regulations and Act.), adherence to the seven National Quality Standards and Victorian Early Years Learning Framework (VEYLF)
* Assist the Educational Leader in the co-ordination of the Childcare Centre’s service operations including Occupational Health and Safety, program planning, staff training
* Clearly and effectively communicate in a manner that children understand
* Ensure equipment and the facility are clean, well maintained and safe at all times
* Plan and implement safe, fun activities that meet the physical, emotional, intellectual and social needs of the children in the program
* Be familiar with emergency procedures

1. **Administration**

* Be consistent in the maintenance, currency, accuracy and confidentiality of client files
* Contribute, with the Educational Leader, to the development of the Childcare Centre’s services and policies
* Assist in the day-to-day compliance of recording enrolee attendance hours for the purposes of receiving CCS funding
* Perform other related duties as required

1. **Programming**

* Assist the Educational Leader in the maintenance of ongoing records of the child’s development and daily information
* Facilitate the activities of employees engaged in the implementation and evaluation of developmentally appropriate curriculum for individual children and groups of children, including activities that include math and literacy concepts
* Assist the Educational Leader the implementation of daily routines
* Contribute to a culture of innovative Early Childhood practices and professional development
* Assist the Educational Leader in the provision of weekly and monthly schedules of activities

**Mandatory Pre-requisites**

* Diploma in Early Childhood / Children’s Services or equivalent
* First Aid Level 2
* Current Cardiopulmonary Resuscitation Certificate
* Anaphylaxis and Asthma Qualifications
* Follow Basic Food Safety Practices (or equivalent)

**Required prior to commencement**

* Working with Children Check/Clearance or Equivalent (for example, a ‘Working with Vulnerable People Check’ for ACT staff, and ‘BlueCard’ for Queensland staff)
* Australian Children’s Foundation Online Safeguarding Children Certificate
* Satisfactory National Criminal History Records Check, and International Police Records Check (if applicable)

**Skills and Attributes**

* Demonstrated knowledge, skills and understanding of the National Quality Framework, Victorian Early Years Framework and the Education and Care National Regulations and Act
* Possess excellent verbal and written communication skills as well as well-developed emotional intelligence
* leadership, team building and supervisory skills
* Act professionally towards resolution of any conflict that may arise
* Analytical and problem-solving skills
* Effective verbal, listening and communications skills
* Time management and administrative skills
* Possess cultural awareness and cultural sensitivity
* Be flexible and respectful
* Demonstrate sound work ethics
* Be understanding, compassionate and fair

**Child Safety Statement**

Children and young people engaging with North West Neighbourhood House Network Inc. are entitled to a safe and supportive environment. North West Neighbourhood House Network Inc. staff, contractors and volunteers must adhere to North West Neighbourhood House Network Inc Child Safe Policy at all times and uphold North West Neighbourhood House Network Inc. Statement of Commitment to child safety at all times.

The Statement of Commitment can be found on our website: [www.fawknerneighbourhoodhouse.com](http://www.fawknerneighbourhoodhouse.com) also placed in several visible locations throughout the 79/83 Jukes Road, Fawkner VIC 3060site.

**To Apply for this position, please provide:**

A current resume with a minimum of three referees one of which being your direct report in your previous / current role

A cover letter

Document addressing the Key Selection Criteria

**Address application to:**

Judy Lazarus

Network Manager

[networker@nwnhn.org](mailto:networker@nwnhn.org)

If you would like further information please contact Judy Lazarus on 0417376899

Applications for this position close at 5pm on Monday 16th May 2022