



Room Leader – Position Description

Classification: *Level 4*

Reports to: *Service Director or nominated representative*

Date: *4 September 2016*

Details of Position:

The key areas of responsibility are identified below.

COMMUNICATION

The Room Leader:

- Gives clear information during communication with others
- has professional relationships with families e.g. Develops rapport with families, communicates with the family about their child
- maintains accurate workplace records
- communicates with a diverse range of people- children, families, colleagues, support workers
- prepares and/or presents documents/routine workplace information e.g. notice boards, parent information
- shares information and gives feedback (oral or written) to colleagues, families and other agencies
- establishes and uses networks e.g. within workplace, professional networks, student networks
- gives clear instructions and negotiate with others to achieve tasks and goals e.g. delegate daily routine tasks
- disseminates information to others in a timely manner e.g. passes on messages to others related to shift change over, workplace issues
- identifies and respond to family's needs e.g. answer questions and/or provide information re school transition/child development/ behaviour management
- Writes documents to reflect audience needs e.g. brochures, displaying information for children, and written documentation about children for referral purposes/reports.

TEAMWORK

The Room Leader:

- Contributes effectively to the team by offering support, assistance and sharing ideas.
- participates as a team member in all aspects of the service
- demonstrate knowledge of individual team roles, tasks, and responsibilities
- manages conflict constructively and in accordance with the organisation's policy and procedures
- demonstrates leadership skills in the workplace e.g. assigns tasks, makes decisions, support others
- monitors /assesses team performance by coaching, mentoring and providing constructive feedback
- attends all staff meetings and contributes constructively to the content
- participates in team planning, training and professional development.



PROBLEM SOLVING

The Room Leader:

- participates in the development of service policies
- participates in team problem-solving
- assesses and makes informed decisions about critical incidents e.g. emergency responses, evaluating near misses
- applies innovative strategies and solutions to problem solving

INITIATIVE AND ENTERPRISE

The Room Leader:

- demonstrates initiative by adapting to situations as they arise
- advises on innovative work practices e.g. information gained through networking, conferences, professional reading
- identifies opportunities to promote the service and assists to develop these into implementation
- contributes to ideas for the development of the continuous improvement of the organization e.g. reviews workplace practices, reviews service goals
- sources cost-effective resources and uses resources economically
- uses the organisation's resources respectfully and models this for other educators and children

PLANNING AND ORGANISING

The Room Leader:

- demonstrates knowledge of, and contributes to contingency planning e.g. wet weather
- plans the use of the physical environment
- coordinates tasks for self and others e.g. shifts, roster duties
- takes initiative in planning decisions related to the program

LEARNING

- identifies and accesses appropriate learning opportunities
- collates and analyses feedback to evaluate service provision e.g. programs, routines
- models a commitment to ongoing learning e.g. sharing and responding to new knowledge, undertaking professional development
- applies learning to develop programs to meet the needs of children and families

SELF MANAGEMENT

The Room Leader:

- reflects and evaluates own professional skills and knowledge and identifies learning needs
- articulates own professional vision and goals

TECHNOLOGY

The Room Leader:

- uses technology to communicate, manage records and produce documents
- supports others to develop appropriate technology skills e.g. digital cameras

POLICIES AND PROCEDURES

This position description must be read in conjunction with the documents that relate to the policies and procedures also applicable to this position. These will be made available upon employment.