

Position Description

Position:	Room Leader
Incumbent:	Vacant
Key Result Area:	Community Wellbeing
Classification:	Band 4
Award name:	Towong Shire Council Enterprise Agreement 2018, which incorporates the Victorian Local Authorities Award 2001 (VLAA 2001) and the Nurses (ANMF – Victorian Local Government) Award 2015
Employment term:	Permanent
Employment type:	Part-time
Worksite location:	Walwa Early Years Learning Centre
Reports to:	Area Coordinator – Corryong and Walwa
Supervises:	Early Years Educator
Approved by:	Chief Executive Officer
Date approved:	February 2025
Document type:	Position Description
Reference:	Personnel

POSITION OBJECTIVES

- Demonstrate positive and supportive behaviours, consistent with Towong Shire Council's values, towards all staff, contractors, and Councillors.
- Embrace innovation, technology, and sustainability in delivering the objectives and key responsibilities of the role.
- Provide a high-standard educational program to meet the needs of children attending Councils early Years Service (the Service) and other childcare programs as applicable.
- Provide effective and efficient leadership, support, and coordination of the early year's educator team.
- Coordinate the Services in line with relevant policies and procedures, legislative requirements, and the National Quality Framework (NQF).
- Work alongside the Centre Manager to deliver quality services for Towong Shire residents on behalf of Council.

KEY RESPONSIBILITIES

- Plan, implement and evaluate an appropriate educational program to meet the needs of children attending the Early Years Centre as required.
- Ensure the outcomes and reporting requirements for National Quality Framework (NQF), Early Year Learning Framework (EYLF), Victorian Early Years Learning and Development Framework (VEYLF) and all other relevant regulations are met.
- Ensure requirements for funding agreements with government departments or agencies are met.

- Continuously develop and improve outcomes of the Quality Improvement Plan (QIP).
- Support the development and implementation of fortnightly intentional teaching learning programs across the Early Years Learning Centre.
- Have an understanding of integrated practices to enhance children’s learning outcomes.
- Ensure the delivery of high-quality programs and practices that provide a safe, nurturing, stimulating and engaging environment for all children of all abilities.
- Oversee children’s observations for the mid and end-of-year Learning Statements and to further support the annual transition statements.
- Support staff to keep all parents informed of the early years program by documenting and displaying the program, outlining the learning objectives and goals of the program and actively seeking input from parents into program development.
- Encourage and involve parents in all aspects of their child's early years education experience by encouraging and involving them in the early years programming and through the Parent Committee.
- Improve professional knowledge and skills by attending relevant training programs throughout the year, ensuring implementation of increased skills.

People Management

- Lead the team culture through the provision of support, assistance, mentoring, and setting of clear expectations.
- Provide leadership and management to direct reports to support their continued development and learning, ensuring they have a full understanding of their roles and responsibilities under Council policies relevant to them.
- Conduct regular 1:1's, periodic workplans, and annual reviews with direct reports in line with Council’s Enterprise Agreement, policies and procedures, ensuring individual and organisational objectives have been met.

General

- Continually improve the quality of service and operating systems of our services in line with Council’s plans and policies.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations, and customers.
- Create and capture full and accurate records of your work-related decisions and activities in Towong’s Corporate Management System.

SHARED ORGANISATIONAL RESPONSIBILITIES

Customer Service and Community Engagement

- Provide a high level of internal and external customer service consistent with Council values.
- Liaise with customers and council staff to establish and resolve issues of service provision and project delivery.
- Ensure all customer requests are responded to in a timely manner and interactions recorded in the Customer Relationship Management system.
- Work with the Communications and Engagement team to prepare an appropriate communication/engagement plan as an integral part of project and service delivery and ensure the provision of timely and regular information relative to specific projects and service delivery.

Risk Management

- Ensure the Risk Management Policy and procedures are observed and complied with at a personal level.
- Ensure compliance with the Privacy and Data Protection Act 2014 (Vic) and treat all information of a sensitive nature concerning the business of Council, ratepayers or residents in a professional and confidential manner.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations, and customers.
- Create and keep accurate and complete records of business activities and decision making in Council's Corporate Record Management System and in accordance with the Public Records Act 1973.
- Observe the Code of Conduct and all appropriate Council policies and procedures regarding day-to-day conduct.
- Ensure compliance with relevant legislation, regulations, and codes of practice.
- Ensure that behaviours and actions are consistent with Victorian Child Safe Standards and related legislation.

Occupational Health and Safety

- Comply with Council's Occupational Health and Safety Policy and Procedures.
- Take reasonable care for your own health and safety, as well as the health and safety of others.
- Ensure that no actions are taken to interfere with or place at risk the health and safety of any person at the workplace; including employees, volunteers, or community members (including children).
- Only use Council plant, equipment and vehicles as authorised and instructed.
- Co-operate with steps taken by Council for OHS compliance.
- Participate in OHS training and consultation when directed.
- Correctly use personal protective equipment and clothing as directed.
- Report hazards and potential problems promptly.
- Report any accidents or incidents as soon as possible.

Emergency Management

- Actively participate in and contribute to Council's Emergency Management processes, training and response as outlined in the Municipal Emergency Management Plan.

Other Duties

- Fulfill any other duties as directed by the Area Coordinator Corryong-Walwa that are reasonably within the limits of the employee's skills, competence and training.
- Identify and recommend opportunities to continually improve Council's processes, systems and service levels.

Additional Factors

- This position will require you to work at various locations within Towong Shire.

POSITION CAPABILITIES

A position at this level requires the following capabilities:

Accountability and extent of authority

- Ability to perform work under the guidance of the Area Coordinator - Corryong Walwa.
- Ability to perform work in line with the standards and procedures relevant to the responsibilities outlined in the position description and work assigned to the position from time to time.
- Ability to exercise discretion in the application of established standards and procedures.
- Act as the responsible supervisor as appropriately required, delivering the offered education program under the supervisor of the Teacher and/or Coordinator Early Years Services.
- Support the team within the standards of the National Quality Framework and aim for excellence.
- Make recommendations to the Area Coordinator on procedures.
- Make recommendations regarding children's progress and any additional resources required for a child and action as directed.

Judgement and decision-making

- Perform work with clearly defined objectives.
- Select from a range of available techniques, systems, equipment, methods or processes as required.
- Guidance and advice are always available within the time available to make a choice.

Specialist knowledge and skills

- Proficiency in the application of standardised procedures, practices, Acts and Regulations and an understanding of the impact of relevant precedents and previous decisions.
- An understanding of the technology, procedures, and processes relevant to the department.
- An understanding of the function of the position and the goals of the department and its context within the wider organisations.
- Conceptual and organisational skills and knowledge to develop and deliver appropriate educational programs and teaching methods that align with the NQF, EYLF and VEYLDF and enable intentional learning programs to be prepared for the teaching sessions.

- Practical teaching skills and knowledge which enable children to learn as effectively as possible and in accordance with their ability.
- Sound knowledge of current child development and the planning and assessment of children aged 0-8yrs.
- Ability to operate planning, organising and teaching aids.
- Sound knowledge of local community services, programs and services relevant to young children and families.
- Excellent understanding of policies, principles and regulations relevant to the provision of the service.
- Sound administration skills including proficiency with working within relevant software, including the OWNA program.

Management skills

- Ability to plan, organise and manage one's own work.
- Assist with providing guidance, advice, and training on routine technical, procedural or administrative matters, as required.
- Basic knowledge of personnel practices and be able to provide employees under their supervision with on-the-job training and guidance.

Interpersonal skills

- Ability to work as an effective team member.
- Ability to communicate with both internal staff and members of the public and resolve minor issues.
- Ability to gain co-operation and assistance from both other employees and members of the public in the administration of activities relevant to the position.
- Strong oral and written communication skills with the skills to enable the preparation of routine correspondence and reports if required.

Qualifications and experience

- Certificate III or above in field relevant to the position or 2+ years on the job training
- Experience in and extensive knowledge of the NQF, EYLF and VEYLDF.
- Experience delivering early years training programs to support continuous improvement.
- Experience working in early years open plan and transitional staffing setting (preferable).
- Experience in a supervisory or leadership position (preferable).
- Satisfactory Police and Working with Children Check.

SELECTION CRITERIA

1. Successful completion of Certificate III in Children Services (Diploma of Early Childhood Education highly regarded) with experience and proven ability to work within an Early Years environment that aligns with the NQF and VEYLDF.
2. Excellent understanding of and ability to apply and adopt, relevant policies, standards and regulations, into the teaching program.
3. Sound knowledge of the issues and needs that affect young children and their families, and experience in applying strategies to support inclusive practice and positive outcomes for children.
4. Experience in providing a positive team culture through leadership and staff management.
5. Strong organisational skills and the ability to prioritise work.
6. Excellent oral and written communication skills.

Physical and Psychosocial Working Conditions

Posture / Activity	Rarely required	Occasional	Frequent	Regular/ Continuous
Sit			X	
Exposure to a computer screen			X	
Stand / walk				X
Walk over even and uneven ground, including walking up steps into the office / building			X	
Perform forward reach with both upper limbs, sometimes carrying an object			X	
Perform neck rotation.				X
Perform neck flexion.				X
Alternate posture from a sitting to a standing posture			X	
Perform elbow flexion				X
Kneel, crouch or squat carrying objects		X		
Lift and carry up to 5kgs to 10kgs		X		
Lift 10kgs to 25kgs	X			
Reach to ground level, sometimes lifting an object from the ground			X	
Perform fine hand manipulation of both right and left hands				X
Perform side reaching			X	
Perform tripod grip (e.g. to hold a pen)				X
Perform low back rotation, sometimes while carrying an object			X	
Perform wrist flexion, ulna, and radial deviation			X	
Drive work vehicles for work purposes		X		
Potential to work in different learning centre locations		X		
Work with children – move quickly, lift children, hear and respond to the verbal noise's children make (speaking, crying etc), deal with challenging behaviours e.g., conflict between children, hitting, yelling etc.				X
Toilet children			X	
Exposure to childhood viruses, colds, flus, pathogens etc.			X	
Cleaning and general housekeeping duties			X	
Attend workplace meetings in meeting rooms		X		
Work with computer software and phone apps				X
Follow instructions from your direct supervisor or people with authority to direct people in the workplace			X	
Work to deadlines, to manage competing priorities and associated work stressors and to adapt quickly in a dynamic workplace			X	
From time to time provide support on projects and tasks that are outside the normal scope of the role		X		
Contribute to a busy team			X	
Regularly communicate with team members and key stakeholders from diverse backgrounds, with possibly differing opinions, viewpoints, values, personalities, and priorities			X	
Ability to manage interpersonal workplace conflicts and frustrations in a positive manner			X	
Capacity to liaise with the external customers who may exhibit challenging behaviours at times.		X		

Working inside and or an office shared environment, with limited space, with other people (office noise, indoor lighting, air conditioning / heating)				X
On occasion make decisions and take responsibility in high-tension situations, for example post a serious injury or incident, IR matters, negotiating conflict and in an emergency, disaster or pandemic. These are challenging situations that involve high levels of uncertainty, risk and stress, and require swift and effective decision making, calming of volatile emotions and effective resolution.		X		

Approval

This position description has been approved by the Chief Executive Officer.



Juliana Phelps
Chief Executive Officer

Date: 26 February 2025

Acceptance of position description

I,, have read and accept the conditions of the Room Leader Position Description outlined above and agree to abide by Towong Shire Council policies and procedures.

I understand that any information I have given in my application for employment, or any statement found to be deliberately misleading, or any information that has been omitted will make me liable for dismissal.

Signature: _____ Date: _____