



ECCE ROOM LEADER /EARLY YEARS EDUCATOR

Job Description - Roles and Responsibilities

Role: ROOM LEADER/EARLY YEARS EDUCATOR

Employer: Roscommon Leader Partnership CLG

Location: The Growing Tree 2, Ballaghaderreen

Hours of Work: 20 hours per week (*Flexibility will be required as this may increase with onsite service demand*)

Contract: ECCE calendar contract available

Overall Purpose of Job:

The Room Leader/Early Years Educator will participate in the development, planning, and delivery of the daily operational running of the early years' service in line with the Childcare Act 1991 (Early Years Services) Regulations (2016) thus ensuring the health Welfare and development of the child is paramount at all times. He/she will work in accordance to the services policies & procedures and practices. Partnership with the early year's team, parents, families and outside support agencies and professionals is paramount throughout this role.

1. To Report to Service Manager and attend & participate in support and supervision meetings with line management
2. To forge strong relationships with outside agencies as required by management, for example Roscommon County Childcare Committee, Tusla, Pre School Inspection Team. This list is not exhaustive
3. Communicate effectively with all families in relation to their children's development and interests
4. To assist management when required, to ensure all practices, policies and procedures and curriculum are in line with the Childcare Act 1991 (Early Years Services) Regulations (2016), The National Quality Framework Siolta (2006), The National Curriculum Framework Aistear (2009) and the Aistear Siolta Practice Guide
5. To assume overall responsibility for a quality of early years' provision, including physical, emotional, social and intellectual education and care for children in the room they are assigned to
6. To lead and implement an inclusive practice relating to Diversity, Equality and Inclusion
7. To support and mentor other members of the team in the room they are assigned to in the skills and behaviours that safeguard and promote positive outcomes for all children within the onsite service
8. Contribute to the work of a multi-professional team, when required and, where appropriate, coordinate and implement agreed programmes and interventions in line with the ethos of the interagency group
9. A working knowledge of how the various influences and transitions experienced by a child from both inside and outside the setting can affect the development of the child
10. Ensure that the confidentiality is fully observed in relation to the overall service and stakeholders
11. Attend CPD events as requested by your Manager
12. Any other duties that may be assigned your Management

13. To be flexible in regarding working in a different room or school. You may be required to work in a different room and/or school should a staff member be absent.

This job description may be reviewed, updated and/or amended from time to time in line with the ongoing needs of the service.

Person Specification:

The post requires that there is a willingness to take direction from the Service Manager, interagency group of Roscommon LEADER Partnership and Tusla

Essential:

- Applicants should possess a minimum of a nationally recognised third level qualification (level 6 or higher on the national framework of qualifications) in early childhood care and education.
- Ability to work on own initiative as well as part of a team. You need to be a dynamic individual with plenty of initiative and drive and be committed to supporting the individual needs of the child.

Desirable:

- Level 7 or higher on the National Framework of Qualifications
- Experience in a Leadership role within the early year's sector
- Current First Aid certification
- Children First/Child Protection certification
- Thorough knowledge of current government policy, national childcare funding programmes and Tusla childcare regulations
- Experience in identifying quality practice in the early year's sector and supporting practice through current legislation, Aistear, Siolta and good practice guidelines
- An understanding of the regulatory framework that services must operate within and the quality frameworks that services are now expected to meet
- Have excellent organisational skills and an ability to undertake work requiring accuracy and attention to detail
- Excellent IT and administrative abilities, including experience in report writing, use of Microsoft Word, Excel & Access Data etc.
- Have proficient administrative ability, including experience in report writing
- Excellent organisational and presentation skills
- Excellent interpersonal communications skills and an ability to work closely with a broad range of stakeholders including, service providers, educators, statutory and voluntary bodies
- Good command of English (i.e. grammar, spelling and sentence construction)
- Ability to work on own initiative as well as part of a team with flexibility to ongoing change in work practices
- Confidentiality and a good team player
- You need to be a dynamic individual with plenty of initiative and drive and open to change

In addition:

- Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular & efficient service
- The successful candidate will be required to complete a medical and be Garda Vetted
- References will be sought prior to offer of employment.



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth



gretb
Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board