



## ROOM LEADER / EARLY YEARS EDUCATOR

### Job Description - Roles and Responsibilities

<b>Role:</b> ROOM LEADER/ EARLY YEARS EDUCATOR
<b>Employer:</b> Roscommon Leader Partnership CLG
<b>Location:</b> The Growing Tree, Ballaghaderreen
<b>Contract:</b> ECCE calendar Full and Part Time Contracts 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 and the School Aged Childcare 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. They will work in accordance to the services policies & procedures and practices. They will be responsible for the ongoing professional development and supervision of staff within the Early Years and SAC room. They will be responsible for ensuring that the room is appropriately prepared for a TUSLA preschool inspection at any stage and that any child protection concerns are reported to the Manager and to the statutory authorities (TUSLA & Garda). Partnership with other staff, parents, families & outside support agencies and professionals is expected.

**They will demonstrate leadership within the EY and SAC service in the following areas:**

#### **Leadership and Management;**

- Be an advocate and show leadership in delivering best practice in Early Childhood Care & Education and School Aged Childcare
- Develop own leadership skills & style
- Demonstrate leadership within the team by keeping up to date with current research and trends in the ECCE and SAC sector and sharing that with the team and beyond.
- Seek external support for mentoring and developing your own leadership skills where appropriate.
- Ensure that all staff in the room comply with the employee code of behaviour and the code of behaviour for children.
- Report to Service Manager and attend & participate in support and supervision meetings with line management
- Communicate effectively with all families in relation to their children's development and interests
- 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

- 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
- To lead and implement an inclusive practice relating to Diversity, Equality and Inclusion
- 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
- Ensure that the confidentiality is fully observed in relation to the overall service and stakeholders
- Attend CPD events as requested by your Manager
- Any other duties that may be assigned your Management
- 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.

### **Welfare and Development of the Child;**

- Be an advocate for children's rights and ensuring best outcomes for all children.
- Be responsible for the overall safety and welfare of the children.
- As designated Person, ensure that the Children First National Guidance for the Protection and Welfare of Children are being followed in relation to child protection concerns & in line with The Growing Tree child protection policy.
- Adhere to the Childcare (Preschool services) Regulations 2006 and all other relevant legislation and regulations.
- In conjunction with staff, formulate a daily routine for the children which offers a wide variety of play activities. This will allow for the creative, physical, imaginative, social, sensory, emotional, intellectual and linguistic development of the child.
- Ensure that the room(s) is set up before each session and tidied up at the end in accordance with daily routine plans and activities.
- Ensure that regular observations are carried out on each child and that appropriate notes are kept and parents updated on a regular basis.
- Ensure that an appropriate curriculum with educational content is being implemented in line with Síolta the national quality framework and Aistear the national curriculum framework
- Ensure that the curriculum provided meets the individual needs of all children attending the service.
- Ensure that the service is operating to the standards of the TUSLA Pre-School Regulations 2006.
- Ensure that the principle of confidentiality is fully observed by all staff members in relation to any personal details regarding the children and the service and in keeping with The Growing Tree child protection policy, confidentiality policy and data management policy

### **Health & Safety;**

- Contribute to the monitoring of The Growing Tree Health & Safety procedures.
- Ensure that the first aid box is always stocked up.
- Ensure that fire drills are organised on a monthly basis.
- Be aware of the Health and Safety at Work Act 2005 and its contents.
- Ensure that the environment is safe and free from hazardous conditions for the children, staff and customers.
- Record any incidents/accidents that happen in the setting.
- Ensure that management is informed of possible health and safety concerns in order for them to be in a position to risk assess and rectify if appropriate.

### **Communication:**

- Ensure parents are updated regarding child's progress.
- Involve parents as much as possible in activities/outings/events within The Growing Tree service
- Ensure parents are fully informed of services policies and any new developments.
- They will work in partnership with external support agencies, multidisciplinary professionals, parents and families to ensure best outcomes for every child

### **Supervision and Administration**

- Participate in support and supervision with Manager
- Hold staff meetings in conjunction with the Manager, every month for planning purposes and peer support
- Supervise, mentor & support other staff in The Growing Tree service
- Liaise with the Manager to organise staff rotas to ensure that the room ratios are complied with at all times, in line with regulations.
- Records and paperwork to be maintained as required
- Review, update and further develop policies and procedures in conjunction with management and staff annually and more often if required.

### **Room Leader/ Early Years Educator is responsible to inform/report to the manager about:**

- Any complaints received from parents regarding staff members or service.
- Any concerns regarding safety of premises or equipment etc.
- Difficulties/conflicts between staff that have been unresolved.
- Child Protection Concerns (on a needs to know basis & in line with services own child protection policy)
- Repairs/replacements of equipment.

### **Continuing Professional Development (CPD) & Training:**

You must demonstrate a commitment to ongoing professional development by attending training, events, seminars etc at the request of management and also by demonstrating your own initiative in accessing CPD opportunities. Engagement with outside support agencies is encouraged to support your own professional development.

- Undertake to attend and complete Early Years Child Protection & Welfare Training Programme & any subsequent Child Protection Programmes as required
- Renew/update first aid
- Engage in ongoing training and professional development such as Síolta and Aistear and as identified by management
- Access management and peer support and avail of mentoring, training and support & supervision opportunities from both an internal and external perspective where appropriate.
- Any other duties that may be assigned by management

### **CONFIDENTIALITY OF THE CHILDREN, PARENTS AND STAFF TO BE MAINTAINED AT ALL TIMES**

#### **NOTE**

**This job description is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of RIDC's operations and needs of the services.**

## **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:**

- **Minimum Level 6 in Early Childhood Care and Education is essential**
- **3 years' experience in working in the Early Years is required**
- 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 7/8 in Early Childhood Care and Education is desirable**
- **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 provide two satisfactory references and Garda Vetting will be required prior to employment commencement