



Invites applicants for the position of

Room Leader – The Growing Tree, Ballaghaderreen

Employer: Roscommon LEADER Partnership CLG

Location: The Growing Tree, Ballaghaderreen

Contract: Term Time – 35 hours per week (with flexibility for additional hours when required)

Salary: Above current ERO

Annual Leave: 8% of hours worked plus 3 additional company days

Uniform: Supplied

Training & CPD: Fully funded professional development opportunities

Extras: Paid non-contact hours and TOIL for mandatory training

Staff Wellbeing: Access to Employee Assistance Programme (EAP)

About the Role

Are you passionate about early childhood education and ready to take the next step in your career?

We're looking for an enthusiastic and dedicated **Room Leader/Early Years Educator** to join our friendly team at **The Growing Tree**.

In this leadership role, you'll play a key part in creating a safe, nurturing, and stimulating environment for every child, while also mentoring and supporting your colleagues to deliver best practice in early years education.

You'll help shape the daily experiences of our children through meaningful play, positive relationships, and an inclusive, child-centered curriculum, ensuring compliance with the Childcare Act 1991 (Early Years Services) Regulations (2016), Aistear, and Síolta frameworks.

Key Responsibilities

Leadership & Management

- Lead by example and inspire best practice within your team.
- Support and mentor staff to promote positive outcomes for all children.
- Ensure policies, procedures, and curriculum align with Aistear, Síolta, and Tusla standards.
- Communicate effectively with parents and families, fostering strong partnerships.
- Ensure the room is inspection-ready at all times and that child protection concerns are handled appropriately.

Child Welfare & Development

- Advocate for children's rights and wellbeing.
- Plan, implement, and evaluate an inclusive play-based curriculum.
- Carry out regular observations and maintain developmental records.
- Create a warm, safe, and stimulating learning environment.

Health & Safety

- Maintain a safe, clean, and hazard-free setting.
- Carry out monthly fire drills and ensure first aid and safety protocols are up to date.
- Record and report incidents or health and safety concerns promptly.

Supervision & Administration

- Supervise staff and manage room ratios in compliance with regulations.
- Lead monthly team planning meetings with the Manager.
- Keep accurate records and contribute to ongoing policy review and development.

What We're Looking For

Essential

- Minimum QQI Level 6 in Early Childhood Care & Education.
- At least 18 months' experience in an Early Years setting.
- Strong initiative, teamwork, and a genuine passion for supporting children's individual needs.

Desirable

- Level 8 qualification (or working towards it).
 - Leadership experience in the Early Years sector.
 - Up-to-date First Aid and Children First/Child Protection certification.
 - Excellent knowledge of current childcare legislation, Aistear & Síolta frameworks, and Tusla requirements.
 - Strong IT, administration, and communication skills.
 - A proactive, flexible, and supportive team player who thrives in a dynamic environment.
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Why Join Us?

At *The Growing Tree*, we believe in investing in our people. You'll enjoy:

- **Funded professional development and training** opportunities.
 - A **supportive and collaborative** team culture.
 - Opportunities to **lead, learn, and grow** in a quality-focused environment.
 - A role where your voice, ideas, and creativity truly matter.
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How to Apply:

If you're passionate about making a difference in young children's lives and would like to join a warm, supportive team — we'd love to hear from you!

Please send your **CV and cover letter** (clearly stating the position you're applying for) to:
recruitment@ridc.ie

Satisfactory references, evidence of qualifications, and Garda vetting will be required.

Shortlisting may apply.

A panel may be formed for future vacancies.

Roscommon LEADER Partnership is an Equal Opportunities Employer.



ROOM LEADER

Job Description - Roles and Responsibilities

Role:	ROOM LEADER
Employer:	Roscommon Leader Partnership CLG
Location:	The Growing Tree, Ballaghaderreen
Contract:	Term Time x 35 hours per week (with flexibility for additional hours if required)
Salary:	Above current ERO
Annual Leave:	8% of hours worked plus 3 additional company allocated days
Uniform:	Uniform supplied
CPD:	Training organised at company expense
Paid non-contact hours and TOIL for mandatory training	

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. 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. 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 service in the following areas:

Leadership and Management;

- Be an advocate and show leadership in delivering best practice in Early Childhood Care & Education
- Develop own leadership skills & style
- Demonstrate leadership within the team by keeping up to date with current research and trends in the Early Years 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 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

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:

- At least 18 months 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.
- Minimum Level 6 qualification in Early Childhood Care and Education is essential

Desirable:

- Level 8 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, Síolta 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

**CONFIDENTIALITY OF THE SERVICE USERS, PARENTS, STAFF AND CENTRE TO BE
MAINTAINED AT ALL TIMES**