

Position Description



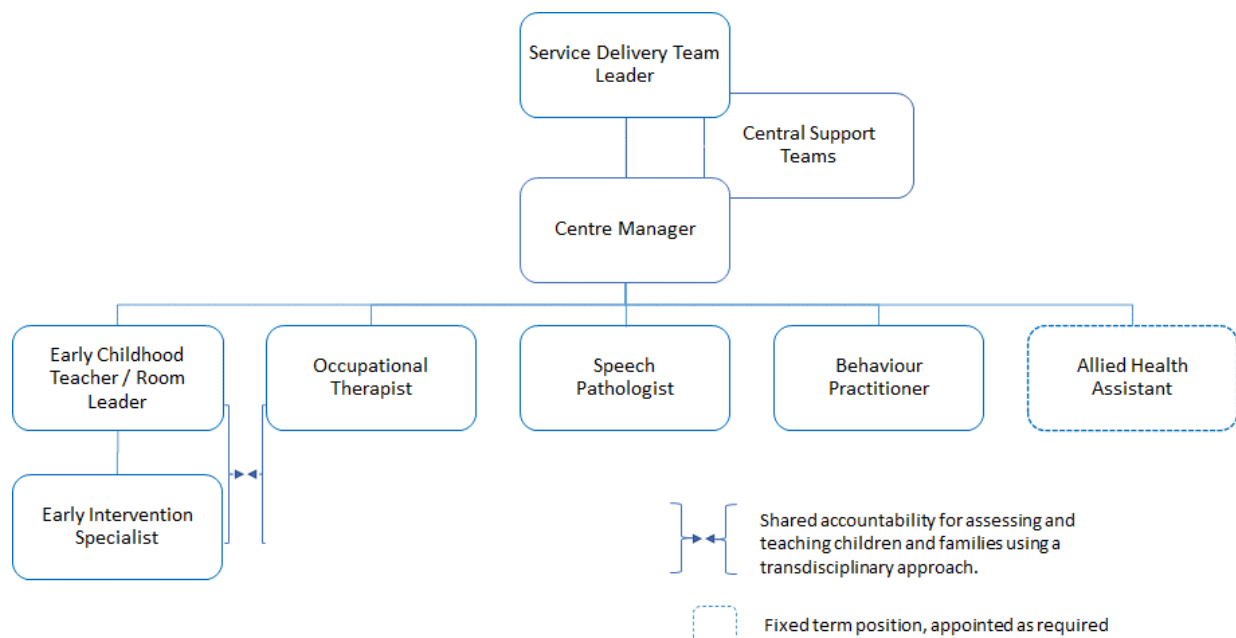
Room Leader

Tenure/Status:	Permanent Full-time	Location:	Various
Classification:	EBA	Probation Period:	6 months
Reporting to:	Centre Manager	Other:	

Position Purpose

The Room Leader operates within an early learning framework and provides programmed learning opportunities for children with autism spectrum disorder, their families, and carers. The Room Leader will be working within a transdisciplinary team, coordinating family communication and engagement, leading child and family orientations, and supporting transitions. This position will also coordinate Early Intervention Specialists (as assigned) and room-centred logistics and resource allocations.

Reporting Relationships



Key Stakeholders

- Families (including Parents and Carers)
- Children
- Approved External Agencies
- Centre Manager
- Transdisciplinary Team
- Program Delivery Team
- Central Program Support Team

Responsibilities

Area	Responsibilities
Evidence-based analysis and best practice early intervention	<ul style="list-style-type: none"> • Support the coordination of child assessments in collaboration with families • Work as part of a transdisciplinary team to provide highly skilled, autism-specific, early intervention within the AEIOU framework and schedule. • Participate in clinical supervision and program onboarding (as the scheduled recipient) • Monitor, evaluate and review the implementation of programs against set goals (identified in Individual Plans) by using child progress data sets and observations.
Positive child and family experience	<ul style="list-style-type: none"> • Provide a nurturing and encouraging environment for children, where their growth and development is celebrated. • Provide timely and concise information to families on their child's progress, coordinating input from the transdisciplinary team. • Support families by providing regular engagement, and training and education opportunities (to parents/carers) to help further develop child outcomes in the home and community. • Enable collaboration with other approved agencies to facilitate enhanced outcomes for children and families. • Provide input into the design, delivery, and continuous improvement of family and community awareness and education sessions and capacity building. • Support collaborative partnerships and purposeful networks with local schools to assist children's transition to school (where applicable).
Compliance and governance	<ul style="list-style-type: none"> • Provide high-quality and timely data and reports using the relevant AEIOU toolset. • Collaborate with the transdisciplinary team [on site] to ensure a minimum standard of early intervention strategies and teaching is provided to all children and families. • Participate in continuous reviews of individual and group therapy and transition programs within centres and non-centre based locations. • Continue professional development and share knowledge across the AEIOU community including centre-based, research, and central office teams.
Resource management	<ul style="list-style-type: none"> • Acquire and manage physical and digital resources to enhance child, family, and community learning opportunities.
Employee supervision	<ul style="list-style-type: none"> • Provide supervision and support to Early Intervention Specialists (EIS) as allocated • Provide input into the ongoing performance review and improvement of AEIOU employees and partners • Recognise and celebrate individual and team success in a timely and meaningful way
Operational support	<ul style="list-style-type: none"> • Provide operational support to the Centre Manager for enhanced resourcing and onboarding, family engagement, and incident/accident management (including as the 'Authorised Reporting Officer' for restrictive practices and reportable incidents and 'Responsible Person' (ACECQA) during Centre Manager absences). • Provide coverage of the Early Intervention Specialist (ESI) position as scheduled.

Organisational responsibilities

- Role model AEIOU values and demonstrate standards of excellence in professional practice and ethical behaviour
- Comply with AEIOU policies and procedures, including:
 - Workplace, Health and Safety directives and practices
 - Employee Code of Conduct – ensuring that conduct reflects our commitment to a workplace that is free from harassment and inclusive.
- Ensure AEIOU resources and equipment are used efficiently and economically
- Contribute to arranging and maintaining the indoor/outdoor areas in a visually stimulating, safe, and hygienic condition

Selection Criteria

Preferred qualification(s):

- Diploma in early childhood or equivalent /experience - ACECQA approved

Essential:

- QLD: Ability to obtain Positive Blue Card
- SA: Positive Working with Children Check
- ACT: Positive Working with vulnerable people (WWVP) registration
- NDIS Worker Screening Check
- Current first aid certificate (HLTAID004)

Job Knowledge / Ability

- Relevant teaching/educating experience in early childhood setting
- Experience in working with children with autism spectrum disorder (ASD) is desired
- Knowledge of typically developing children (from birth to school age) and theories of early childhood development
- Willingness to continue to learn evidence-based intervention strategies and ASD-specific techniques
- Experience in managing and coaching staff to deliver required outcomes
- Demonstrated ability to implement an educational and child-centred program
- Demonstrated commitment to best practice, continuing professional and personal development
- Knowledge of relevant legislation (including Child Protection Law and the National Quality Standards)

Competencies

Leadership	Shape and structure a working environment that is conducive to high productivity, where all staff understand what is expected and how their efforts contribute to organisational success
Communication	Well-developed interpersonal, oral, and written communication skills, including documentation of work and preparation of reports
Family & Child Focus	Develop and maintain open and collaborative relationships with all families
Teamwork	Promote cooperation and commitment within the team to achieve goals and deliverables.
Initiative	Exemplify personal drive and integrity – take personal responsibility for meeting objectives, showing initiative, and committing energy to see that goals are achieved
Time Management	Adopt an efficient, effective, and systematic approach to daily workload management

