

7.1.3

Roles and responsibilities

Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.



Week 25
12.8.2024

Section 9. Management vs Leadership

(Nominated Supervisor, Educational Leader, Room Leaders).

Room Leader

Aspect	Room Leader's Management Role	Room Leader's Leadership Role
Element 7.1.3: Roles and Responsibilities	Ensure roles and responsibilities are clearly defined and communicated to all staff.	Lead by example in understanding and fulfilling their role and responsibilities.
National Law and Regulations	Ensure compliance with Sections 51(2), 163, 164A, and 174A by coordinating with FDC providers.	Educate and inform staff about relevant laws and regulations to ensure compliance.
Understanding of Service Philosophy	Communicate the service philosophy and context to new staff during induction.	Embed the philosophy in daily practices and decision-making processes.
Induction Process	Oversee and implement a comprehensive induction process for all new and relief educators.	Foster a positive and professional culture through effective induction.
Staffing Structure	Maintain a clear and open understanding of the staffing structure.	Promote effective decision-making and efficient service operation through clear role definition.
Communication of Expectations	Regularly communicate roles, responsibilities, and expectations to all staff.	Encourage open discussions and feedback to ensure clarity and understanding.
Understanding of National Quality Standard (NQS)	Ensure all educators understand and implement the NQS.	Lead training sessions and discussions on the NQS to ensure consistent application.
Early Years Learning Framework (EYLF)	Ensure educators incorporate the EYLF in their planning and implementation.	Model best practices in using the EYLF to guide educational activities.
Code of Conduct and Ethics	Ensure all staff are aware of and adhere to the service's code of conduct and ethics.	Lead by example in upholding ethical standards and professional conduct.
Parent and Community Engagement	Communicate the roles and responsibilities of staff to parents and the community.	Build strong relationships with families by clearly explaining staff roles and responsibilities.

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Educational Leader

Aspect	Educational Leader's Management Role	Educational Leader's Leadership Role
Element 7.1.3: Roles and Responsibilities	Ensure roles and responsibilities are clearly defined and communicated to all staff.	Guide and mentor educators in understanding and fulfilling their roles and responsibilities.
National Law and Regulations	Ensure compliance with Sections 51(2), 163, 164A, and 174A by coordinating with FDC providers.	Educate and inform staff about relevant laws and regulations to ensure compliance.
Understanding of Service Philosophy	Communicate the service philosophy and context to new staff during induction.	Embed the philosophy in daily practices and decision-making processes.
Induction Process	Oversee and implement a comprehensive induction process for all new and relief educators.	Foster a positive and professional culture through effective induction.
Staffing Structure	Ensure a clear understanding of the staffing structure and each educator's role.	Promote effective decision-making and efficient service operation through clear role definition.
Communication of Expectations	Regularly communicate roles, responsibilities, and expectations to all staff.	Encourage open discussions and feedback to ensure clarity and understanding.
Understanding of National Quality Standard (NQS)	Ensure all educators understand and implement the NQS.	Lead training sessions and discussions on the NQS to ensure consistent application.
Early Years Learning Framework (EYLF)	Ensure educators incorporate the EYLF in their planning and implementation.	Model best practices in using the EYLF to guide educational activities.
Code of Conduct and Ethics	Ensure all staff are aware of and adhere to the service's code of conduct and ethics.	Lead by example in upholding ethical standards and professional conduct.
Parent and Community Engagement	Communicate the roles and responsibilities of staff to parents and the community.	Foster strong relationships with families by clearly explaining staff roles and responsibilities.

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Section 9. Management vs Leadership

(Nominated Supervisor, Educational Leader, Room Leaders).

Room Leader

Aspect	Nominated Supervisor's Management Role	Nominated Supervisor's Leadership Role
Element 7.1.3: Roles and Responsibilities	Ensure roles and responsibilities are clearly defined and communicated to all staff.	Lead by example in understanding and fulfilling their role and responsibilities.
National Law and Regulations	Ensure compliance with Sections 51(2), 163, 164A, and 174A.	Educate and inform staff about relevant laws and regulations to ensure compliance.
Understanding of Service Philosophy	Communicate the service philosophy and context to new staff during induction.	Embed the philosophy in daily practices and decision-making processes.
Induction Process	Oversee and implement a comprehensive induction process for all new and relief educators.	Foster a positive and professional culture through effective induction.
Staffing Structure	Maintain a clear and open understanding of the staffing structure.	Promote effective decision-making and efficient service operation through clear role definition.
Communication of Expectations	Regularly communicate roles, responsibilities, and expectations to all staff.	Encourage open discussions and feedback to ensure clarity and understanding.
Understanding of National Quality Standard (NQS)	Ensure all educators understand and implement the NQS.	Lead training sessions and discussions on the NQS to ensure consistent application.
Early Years Learning Framework (EYLF)	Ensure educators incorporate the EYLF in their planning and implementation.	Model best practices in using the EYLF to guide educational activities.
Code of Conduct and Ethics	Ensure all staff are aware of and adhere to the service's code of conduct and ethics.	Lead by example in upholding ethical standards and professional conduct.
Parent and Community Engagement	Communicate the roles and responsibilities of staff to parents and the community.	Establish and build strong relationships with families by clearly explaining staff roles and responsibilities.