

**Room Leader**

Aspect	Room Leader's Management Role	Room Leader's Leadership Role
<b>Identify Community Needs</b>	Engage with families daily during drop-offs and pick-ups, discussing their needs and feedback informally.	Encourage children and staff to reflect on their interests and local community experiences during group time.
<b>Form a Community Engagement Team</b>	Collaborate with other educators in the room to brainstorm community engagement ideas and incorporate them into daily activities.	Lead by example, motivating fellow educators to take ownership of community-related activities and contribute creatively.
<b>Build Relationships</b>	Foster daily interactions between children, families, and educators by creating a welcoming atmosphere in the room.	Lead the children in group discussions or activities that encourage sharing stories about their community or family.
<b>Collaborate with Local Organisations</b>	Organise visits from local community members (e.g., firefighters, librarians) to engage with the children.	Facilitate learning experiences related to the visits, such as storytelling or hands-on activities after the interaction.
<b>Host Community Workshops</b>	Share information with parents about upcoming workshops or community events during daily conversations.	Act as a role model by participating in these workshops with families, offering support and insights to parents.
<b>Participate in Local Events</b>	Plan and prepare children for participation in local community events, ensuring materials and resources are ready.	Lead the children during local events by encouraging their participation and helping them engage with the community.
<b>Offer Open Service</b>	Be available to introduce prospective families to the room, showing them around and answering any questions.	Take pride in your room and lead the tour by highlighting how your room fosters community connections.
<b>Create a Community Newsletter</b>	Provide updates to the Nominated Supervisor about children's activities and community-related achievements in the room.	Share stories from the room to be featured in the newsletter, showcasing how the children are engaging with the community.
<b>Organise Community-Building Events</b>	Support event planning by ensuring the children are ready and involved in any preparations (e.g., making decorations).	Lead group activities that involve families during events, such as games or group storytelling sessions.
<b>Seek Feedback and Adapt</b>	Listen to feedback from parents about their child's experiences in the room and adapt activities to meet their needs.	Encourage fellow educators to reflect on feedback and discuss how the room can improve community engagement efforts.

**Week 33, 21 to 25 October 2024 – 6.2.3 Community Engagement**

**Educational Leader**

Aspect	Educational Leader's Management Role	Educational Leader's Leadership Role
<b>Identify Community Needs</b>	Facilitate surveys or feedback sessions with educators and families to assess community needs and priorities.	Guide educators in analysing the feedback and incorporating identified needs into their planning and curriculum.
<b>Form a Community Engagement Team</b>	Support educators in selecting team members for community engagement initiatives based on skills and interests.	Inspire and mentor educators to take initiative in leading community-focused activities in their rooms.
<b>Build Relationships</b>	Provide guidance to educators on how to strengthen family-educator relationships through daily interactions.	Lead by example, building strong relationships with families and encouraging collaboration between families and educators.
<b>Collaborate with Local Organisations</b>	Identify local organisations and resources that align with the service's educational goals and community values.	Lead collaborations by establishing and maintaining relationships with local organisations for ongoing projects and activities.
<b>Host Community Workshops</b>	Support educators in organising workshops by helping to identify topics and resources that align with family needs.	Lead workshops or mentor educators in delivering community-focused sessions, ensuring they are relevant and engaging.
<b>Participate in Local Events</b>	Guide educators on integrating local events into their curriculum and preparing children for participation.	Represent the service at local events and encourage educators to take part in community activities that support learning outcomes.
<b>Offer Open Service</b>	Help educators prepare for open service days by advising on how to highlight the room's learning environment.	Lead the educational aspect of open service days, explaining how community engagement is integrated into the curriculum.
<b>Create a Community Newsletter</b>	Work with educators to gather content for the newsletter, ensuring it highlights community engagement and curriculum links.	Lead the editorial process, guiding educators on showcasing the impact of community activities on children's learning.
<b>Organise Community-Building Events</b>	Help educators develop ideas for family-friendly events, offering support in planning and resourcing.	Mentor educators on leading community-building events, encouraging inclusive practices and active family participation.
<b>Seek Feedback and Adapt</b>	Ensure regular reflection and feedback sessions with educators to discuss the effectiveness of community engagement.	Lead reflective practice sessions, using feedback to adapt and improve community engagement strategies in the curriculum.

**Week 33, 21 to 25 October 2024 – 6.2.3 Community Engagement**



## Nominated Supervisor

Aspect	Nominated Supervisor's Management Role	Nominated Supervisor's Leadership Role
<b>Identify Community Needs</b>	Oversee the process of gathering feedback from families, educators, and the community to understand their needs.	Lead the strategic planning for addressing community needs, ensuring they are reflected in the centre's goals and curriculum.
<b>Form a Community Engagement Team</b>	Appoint a diverse team of educators, including the Room Leader and Educational Leader, to focus on community initiatives.	Lead the community engagement team by setting clear objectives and motivating team members to contribute meaningfully.
<b>Build Relationships</b>	Ensure that educators have the time and resources to build strong relationships with families and the wider community.	Model strong community relationships by fostering connections with local organisations, families, and community leaders.
<b>Collaborate with Local Organisations</b>	Establish formal partnerships with key local organisations that align with the centre's values and curriculum.	Lead the development of long-term collaborations with community organisations, promoting the centre's involvement in local projects.
<b>Host Community Workshops</b>	Approve and support the implementation of workshops, ensuring they meet the needs of families and the community.	Lead some workshops or guest presentations, showcasing leadership in addressing key topics related to child development and education.
<b>Participate in Local Events</b>	Ensure the centre's participation in local events is well-organised, compliant, and safe for children and educators.	Represent the centre at community events, networking with community leaders, and promoting the service's involvement and contributions.
<b>Offer Open Service</b>	Oversee the planning of open service days, ensuring they are well-organised and reflect the service's values.	Lead the open service days, welcoming prospective families, and providing an overview of the centre's approach to community engagement and education.
<b>Create a Community Newsletter</b>	Approve the content and distribution of the community newsletter, ensuring it reflects the service's activities and goals.	Lead communication with families through the newsletter, reinforcing the centre's commitment to community engagement and continuous improvement.
<b>Organise Community-Building Events</b>	Ensure that the centre's community-building events are well-planned, adequately resourced, and aligned with regulations.	Act as the figurehead during community-building events, leading by example and fostering a welcoming and inclusive atmosphere for all participants.
<b>Seek Feedback and Adapt</b>	Oversee regular feedback sessions with educators and families, ensuring that feedback is used to inform policy and practice.	Lead continuous improvement by using feedback to make strategic changes that strengthen community relationships and service quality.

### Week 33, 21 to 25 October 2024 – 6.2.3 Community Engagement