

**Room Leader**

Aspect	Room Leader's Role in Practice	Room Leader's Leadership Role
Organisation of Educators	Work collaboratively with educators to ensure the daily routine flows smoothly and ratios are consistently met, especially during transitions. Support team members by stepping in to balance tasks and help maintain a nurturing environment.	Lead by example, showing how to effectively manage group dynamics and encourage teamwork. Provide informal mentorship and guidance on best practices to enhance learning and supervision.
Supporting Learning and Development	Facilitate activities that align with the children's learning plans, ensuring that each educator knows their role in supporting children's engagement. Offer hands-on support during activities to boost children's participation.	Inspire educators by demonstrating effective teaching strategies and fostering a collaborative approach to creating meaningful learning experiences. Lead reflective discussions to improve curriculum delivery.
Safety and Supervision	Actively participate in supervising children, ensuring that all areas of the learning environment are monitored and safe. Rotate supervision roles among educators to ensure optimal coverage.	Encourage a culture of safety by modeling vigilant supervision practices and sharing practical tips. Lead brief safety reviews after activities or transitions to reinforce the importance of supervision.
Communication with Families	Be available at drop-off and pick-up times to greet families and share observations or updates about their child's day. Support educators in building rapport with families and responding to their questions.	Lead the team in establishing strong connections with families, promoting open and positive communication. Guide educators in developing confidence in discussing children's progress and needs with parents.
Inclusive Practices	Support and participate in inclusive activities that cater to all children's needs, ensuring each child is engaged and supported. Adapt activities on the spot to meet varying abilities and backgrounds.	Lead the team by promoting inclusive practices and encouraging the integration of diverse cultural and learning needs into activities. Mentor educators on how to adjust interactions to create an inclusive environment.
Documentation and Compliance	Contribute to documenting observations and reflections of children's activities and interactions. Ensure that necessary records are maintained during the day.	Lead by teaching educators how to maintain accurate documentation and reflect on practices to ensure compliance with the service's standards. Provide feedback to help improve documentation quality.

Week 36, 11 to 15 November 2024 – 4.1.1 Organisation of Educators



Educational Leader

Aspect	Educational Leader's Role in Practice	Educational Leader's Leadership Role
Organisation of Educators	Work alongside educators to provide guidance on effectively organising activities and transitions to ensure consistent supervision and engagement. Help facilitate smooth collaboration among team members during daily routines.	Lead by mentoring educators on best practices for organising learning experiences and maintaining ratios. Provide real-time support and coaching to refine teaching approaches and teamwork.
Supporting Learning and Development	Participate in classroom activities to model high-quality teaching practices, supporting educators in delivering engaging and meaningful learning experiences. Provide immediate feedback and suggestions to enhance activities.	Lead the development of educational programs by fostering a collaborative approach to planning. Guide educators in aligning activities with developmental milestones and learning outcomes. Encourage reflective practices that strengthen teaching.
Safety and Supervision	Actively engage in supervising children to model attentive and proactive safety measures. Ensure all areas of the room are monitored during activities and transitions.	Lead educators in understanding and implementing effective supervision practices. Host brief discussions and reflections after activities to assess safety and supervision effectiveness, reinforcing best practices.
Communication with Families	Support educators in communicating effectively with families during drop-off and pick-up times by providing coaching and advice. Be available to discuss children's progress with families.	Lead by setting standards for positive communication with families and supporting educators to build strong, trusting relationships with parents. Provide training on effective parent engagement and feedback.
Documentation and Compliance	Work with educators to maintain thorough documentation of children's learning experiences and interactions. Ensure that observations and assessments align with regulatory standards.	Lead educators in understanding the importance of accurate and reflective documentation. Provide workshops or training on effective observation and documentation techniques to enhance compliance and quality.
Professional Development	Actively share current research and best practices with educators during their daily routines. Offer immediate coaching to help implement new strategies or approaches.	Lead professional learning by facilitating regular discussions and knowledge-sharing sessions. Encourage educators to reflect on their practice and participate in continuous learning, promoting a culture of growth.

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4.1.1

Organisation of educators

The organisation of educators across the service supports children’s learning and development.



Week 36
11.11.2024

Section 9. Management vs Leadership
(Nominated Supervisor, Educational Leader, Room Leaders).

Nominated Supervisor

Aspect	Nominated Supervisor's Role in Practice	Nominated Supervisor's Leadership Role
Organisation of Educators	Work with educators to ensure routines and activities are structured for effective learning and supervision. Provide real-time guidance.	Lead by reinforcing the importance of educator organisation and mentoring to optimise roles for better outcomes.
Supporting Learning and Development	Engage in activities to model best practices and support educators in creating meaningful learning. Provide feedback as needed.	Lead by setting high standards for programs and guiding educators to adapt activities to improve engagement.
Safety and Supervision	Participate in supervising children and model strong safety practices. Provide on-the-spot coaching.	Lead by promoting a culture of safety, holding debriefs to review supervision strategies.
Communication with Families	Be present at drop-off and pick-up times to build relationships and support educators in communication.	Lead by modelling positive communication and facilitating feedback sessions to include parents' perspectives.
Inclusive Practices	Support and participate in inclusive activities, working with educators to adapt practices.	Lead by championing inclusive practices and mentoring educators to embed cultural responsiveness.
Documentation and Compliance	Collaborate to ensure accurate, compliant documentation and oversee observation quality.	Lead by setting documentation standards and providing training for continuous improvement.
Professional Development	Engage in activities to support educators' growth and share insights.	Lead by coordinating training and encouraging ongoing learning among staff.
Rostering for Continuity and Familiarity	Ensure educators maintain consistency with children and assist with flexible rostering.	Lead by advocating for roster stability and explaining its importance for development.

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