

## Position Description

<b>Position Title</b>	Early Childhood Educator		
<b>Unit / Branch</b>	Early Learning		
<b>Classification</b>	CS 16-18	<b>Employment Status</b>	Full Time, Ongoing 1.0FTE
<b>Position reports to</b>	Operational: Manager, Early Learning Professional: Manager, Early Learning		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		

### The Royal Children's Hospital

The Royal Children's Hospital (RCH) has cared for the children and young people of Victoria since it was founded in 1870. As a tertiary and quaternary centre, the RCH cares for the most critically ill and medically complex paediatric patients in Victoria. In addition to providing a full range of clinical services, the hospital also supports many health promotion and prevention programs. With more than 6,000 staff, 12 wards and 350 beds, the RCH is the major specialist paediatric hospital in Victoria, and also provides care for children and young people from Tasmania, southern New South Wales and other states around Australia and overseas.

We are the state's busiest paediatric Emergency Department, often experiencing more than 300 presentations on any given day. The RCH is committed to working with health services across the state and plays a significant role in many critical state and nationwide services. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time, for the benefit of all Victorian children. The Royal Children's Hospital is committed to the safety and wellbeing of all children and young people. Click here for further information on our Commitment to Child Safety: <http://www.rch.org.au/quality/child-safety/>

In April 2016, the RCH became the first Australian hospital to implement the world-leading 'Epic' electronic medical record (EMR). RCH has a strong focus on supporting the successful delivery of the Parkville Connecting Care program – a shared EMR with the Royal Women's Hospital, The Royal Melbourne Hospital and Peter MacCallum Cancer Centre. The RCH is located within the Melbourne Biomedical Precinct, which is home to more than 45 world-class biomedical organisations, with collectively more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region.

### ROLE PURPOSE

The Early Childhood Educator is an active team member in the provision of high quality early childhood education and care, including developing strong relationships with children, families, educators and the community. The educator will support a developmentally based curriculum that meet the needs of children aged 0-5 years, alongside the services philosophy, procedures and policies.

This role operates within a team environment and reports to the Manager.

## KEY ACCOUNTABILITIES

The Early Childhood Educator will work under the supervision of a Diploma qualified (or above) educator to:

### **Plan and Implement a Quality Educational Program**

- Assist in the preparation, implementation and reflection of the curriculum cycle for individual and groups of children, with reference to the EYLF and/or developmentally appropriate practice.
- Assist with the delivery of effective documentation of individual and groups of children to assist lead educators in curriculum development.
- Assist in the use of effective teaching strategies, including intentional teaching and reflective practice
- Assist with daily routines, including maximise these opportunities for learning, and support children to actively participate in the curriculum

### **Promote the Health and Safety of all Staff and Children**

- Assist with ensuring children's health needs are met, including administering medication & first aid, being aware of dietary/relaxation/toileting needs
- Ensure children and educator's follow effective health and hygiene practices in line with service policies and procedures
- Adequately supervise children at all times, in accordance with service policies
- Take responsibility for the protection and safety of children, ensuring the service child protection policy is followed
- Under direction, work with individual children with additional needs

### **Build Positive Relationships with all stakeholders**

- Work in cooperation with co-educators to maintain a conducive learning environment that is clean, safe and aesthetic. This includes being involved in normal cleaning duties.
- Assist in ensuring safety is maintained, including checklists and risk assessments.
- Work within the guidelines of WH&S Procedures and Food Safety Program
- Maintain child: staff ratios at all times
- Assist in managing students/volunteers when requested
- Support a healthy team environment by remaining respectful and professional
- Participate in staff meetings when required
- Form genuine and respectful relationships with all children
- Respect children's rights, and engage them in shared decision-making
- Assist with behaviour guidance strategies, as well as supporting children to manage their own behaviour.
- Maintain positive communication with families, children's, educators and other hospital staff at all times.
- Respect and encourage family input in daily practice, and keep families informed of the curriculum.
- Maintain confidentiality of children, families, educators
- Advocate for the importance of high quality early education in the community

### **Contribute to the Effective Management of the service**

- Maintain policies and procedures of Early Learning and the Royal Children's Hospital.
- Implement the services' Philosophy in undertaking all other duties
- Work in accordance with the NQF and Code of Ethics of Early Childhood Australia
- Undertake and implements requirements of quality improvement, including the services Quality Improvement Plan (QIP)
- \*All key responsibilities have been developed in conjunction with the National Quality Framework, National Law and National Regulations, Early Years Learning Framework and supporting curriculum documents

## QUALIFICATIONS AND EXPERIENCE

### Essential

- Must hold a Certificate 3 in Children's Services, as recognised by the Education and Care Services National Regulations (2011)
- Must have a current Working with Children Check
- Experience in an Early Childhood environment, preferably long day care, is desired
- Current First Aid, Anaphylaxis and Asthma management training, is desired

### Desirable:

- Prior childcare experience would be an advantage

### Other Requirements:

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

## KEY SELECTION CRITERIA

- Broad knowledge of child development
- Have a working understanding of the Early Years Learning Framework and the application of this document in practice.
- Demonstrated experience in assisting in the planning, implementation and reflection of the curriculum cycle.
- Have a working understanding of the National Quality Standards, Education and Care Services National Law and Regulations 2011, and Code of Ethics
- Demonstrated ability to establish positive relationships with children and families, as well as an ability to work with families sensitively and in a culturally competent manner
- The ability to work as part of a team, cooperatively and flexibly
- Excellent organisational, verbal and written skills
- Have a commitment towards continuous improvement

## IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions

- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in.

#### **QUALITY, SAFETY AND IMPROVEMENT**

RCH Employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

***The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTQI community and people with disability***

Position description last updated

December 2022