

Position description

Position title	Curriculum Specialist		
Department / Division	Education Institute		
Classification	AO71-AO75 <i>(Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016-2020</i>	Employment Status	Full-Time, Fixed-Term 1.0FTE
Position reports to	Director		
Size of team	29.6FTE		
No of direct & indirect report	N/A		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE PURPOSE

The Curriculum Specialist builds excellence in teaching and learning within the Royal Children's Hospital Education Institute. The Specialist is a highly-skilled classroom practitioner, who works alongside teachers and students in a coaching capacity.

KEY ACCOUNTABILITIES

Coaching and Development:

- Build excellence in teaching and learning.
- Maintain expertise in using coaching models to enhance staff teaching practice and student experience.
- Develop and enhance curriculum, based on The Victorian Teaching and Learning Model (VTLM).
- Focus on high-impact improvement initiatives, and drive initiatives through evidence-based decisions about teaching and student learning.
- Lead the learning and development of teaching and education support staff.
- Effectively demonstrate a wide range of evidence-based teaching strategies.
- Assess, evaluate and monitor the impact of interventions on student learning.
- Consult with staff to identify areas of improvement in relation to curriculum planning and delivery.
- Act on evidence/data related to teaching and learning.
- Align pedagogical approaches to the Education Institute priorities.
- Meets set KPI's in relation to individual performance goals.

Reporting

- Collect accurate and complete data and information sets, including student profiles, direct and indirect teaching activity, and student and parent surveys.
- Ensure completion of individual learning plans (ILPs) for all patients and General Medical Advice Forms (GMAFs), when required.

General

- Actively and positively contribute as a member of the team e.g. in group forums, meetings etc.
- Actively contribute to self-development by participation in formal supervision, professional development and annual performance reviews.
- Participate and collaborate in an RCH Education Institute Portfolio Team.
- Support other initiatives as required.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Victorian Institute of Teaching registration (full) and relevant tertiary qualifications.
- Minimum of six years classroom experience, and high-level classroom teaching skills.
- Minimum of three years in a Curriculum Leader/Learning Specialist role (alternative setting experience also recognised)
- Extensive experience in the development and delivery of contemporary and innovative teaching and learning programs.

Desirable:

- Experience working in a medical / health-care environment.

KEY SELECTION CRITERIA

- Demonstrated exemplary interpersonal and leadership skills. Demonstrated ability to lead collaborative relationships with students, colleagues, parents/carers and the broader community focused on student learning, agency, wellbeing and engagement.

- Demonstrated ability to lead the planning and implementation of high impact teaching strategies that respond to student learning needs. Demonstrated ability to support teachers to evaluate the impact of learning and teaching programs on student learning growth.
- Ability to lead and manage the implementation of the RCH Education Institute priorities, and the teaching of literacy and numeracy skills across the curriculum.
- Demonstrated exemplary ability to monitor and assess student learning.
- Demonstrated ability to support others in using data to inform teaching practice and to provide feedback on student learning growth and achievement to students and parents/carers.
- Demonstrated ability to model behaviours and attitudes consistent with RCH values and support colleagues to adopt these behaviours and attitudes.
- Demonstrated ability to maintain resilience and self-care, when working in challenging environments.

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.
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable).
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

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, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.

INHERENT REQUIREMENTS OF THIS ROLE

There are a number of critical work demands (inherent requirements) that are generic across all positions at The Royal Children's Hospital. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Workplace Health & Safety.

Physical Demands		Frequency
Work Hours	This role is typically performed during standard business hours	Yes
	This role requires shift work, including day, afternoon, night & weekends	No
	This role is required to participate in an on-call roster	No
Sitting – remaining in a seated position to complete tasks		Frequent
Standing – remaining standing without moving about to perform tasks		Rare
Walking – floor type even, vinyl, carpet		Prolonged/Constant
Lean forward/forward flexion from waist to complete tasks		Occasional
Trunk twisting – turning from the waist to complete tasks		Occasional
Kneeling – remaining in a kneeling position to complete tasks		Rare
Squatting/crouching – adopting these postures to complete tasks		Rare
Leg/Foot movement – to operate equipment		Not Applicable
Climbing stairs/ladders – ascending/descending stairs, ladders, steps		Occasional
Lifting/Carrying	Light – less than 5 kilos	Frequent
	Moderate – 5-10 kilos	Rare
	Heavy – 10-20 kilos	Not Applicable
Push/Pull of equipment/furniture	Light forces – less than 10 kilos	Frequent
	Moderate forces - 10-20 kilos	Rare
	Heavy forces – over 20 kilos	Not Applicable
Reaching – arm fully extended forward or raised above shoulder		Occasional
Head/Neck Postures – holding head in a position other than neutral (facing forward)		Frequent

Sequential repetitive actions in short period of time	Repetitive flexion & extension of hands, wrists & arms	Frequent
	Gripping. Holding, twisting, claspings with fingers/hands	Rare
Driving – operating any motor-powered vehicle with a valid Victorian driver's licence		Not Applicable
Sensory Demands		Choose an item.
Sight – use of sight is integral to most tasks		Prolonged/Constant
Hearing – use of hearing is integral to most tasks		Prolonged/Constant
Touch – use of touch is integral to most tasks		Prolonged/Constant
Psychosocial Demands		Choose an item.
Observation skills – assessing/reviewing		Prolonged/Constant
Problem solving issues associated with clinical and non-clinical care		Frequent
Attention to detail		Prolonged/Constant
Working with distressed patients and families		Frequent
Dealing with aggressive and uncooperative people		Occasional
Dealing with unpredictable behaviour		Frequent
Exposure to distressing situations		Frequent

Definitions used to assess frequency of tasks/demands as above	
Prolonged/Constant	71-100% of time in position
Frequent	31-70% of time in position
Occasional	16-30% of time in position
Rare	0-15% of time in position
Not Applicable	

Position description last updated	August 2021
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