

## Position Description

<b>Position title</b>	Early Childhood Educator
<b>Department / Division</b>	Early Learning
<b>Classification</b>	CS 26-28
<b>Position reports to</b>	Manager, Early Learning
<b>No. of direct &amp; indirect reports</b>	3
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>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.</p> <p>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.</p> <p>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 <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

ROLE PURPOSE
<p>The Early Childhood Educator will lead the provision of high quality early childhood education and care, including developing positive relationships with children, families, educators and the community. The educator will lead a team of educators to implement a developmentally based curriculum that meet the needs of children, in accordance with the services philosophy, procedures and policies.</p>

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

## KEY ACCOUNTABILITIES

The Early Childhood Educator is appointed as the person in charge of a group of children in the age range from birth to 5 years. They will:

- Lead a team of educators in the preparation, implementation and reflection of the curriculum cycle for individual and groups of children, with reference to the EYLF and developmentally appropriate practice.
- Guide co-educators in the use of effective teaching strategies, including intentional teaching and reflective practice
- Lead the delivery of effective documentation of individual and groups of, ensuring that this is accessible to children and families.
- Assess the developmental needs of children in consultation with families, including referral to specialist services, and complete recommendations for second year of Kindergarten.
- Implement and manage effective routines, including maximise these opportunities for learning, and support children to actively participate in the curriculum
- Organise and coordinate extra-curricular programs, including incursions and excursions in accordance with service policies and procedures
  
- Ensuring children's health needs are met, including administering medication & first aid, being aware of dietary/relaxation/toileting needs.
- Be culturally aware and sensitive to individual needs
- Ensure a safe and healthy environment that encourages wellbeing and physical activity.
- Ensure children and educator's follow effective health and hygiene practices in line with service policies and procedures
- Ensuring children are adequately supervised 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
- Develop and deliver educational plans for children with additional needs
  
- Work in cooperation with co-educators to maintain a conducive learning environment that is clean, safe and inviting. This includes being involved in normal cleaning duties.
- Ensure safety is maintained, including checklists and risk assessments.
- Work within the guidelines of WH&S Procedures and Food Safety Program, and complete collection of data required in a timely manner
- Supervise students and volunteers, as directed by the Manager
- Ensure effective orientation process for children/families, and educators (including students/volunteers)
  
- Maintain child: staff ratios at all times
- Support a healthy team environment by remaining respectful and professional
- Contribute to staff meetings and engage in Professional Development
  
- Form genuine and respectful relationships with all children
- Respect children's rights, and engage them in shared decision-making

- Implement behaviour guidance strategies (in line with services policy), as well as supporting children to manage their own behaviour.
- Maintain positive communication with families, children, 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, and build connections with local resources/networks/organisations.
- Maintain policies and procedures of Early Learning and the Royal Children's Hospital.
- Implement the services' Philosophy in undertaking all duties
- Work in accordance with the NQF and Code of Ethics of Early Childhood Australia
- Undertake and implement requirements of quality improvement, including the services Quality Improvement Plan (QIP)
- Assist the Manager/Coordinator/Educational Leader in matters relating to leadership, and administration if agreed.

\*All key responsibilities have been developed in conjunction with the National Quality Framework, National Law and National Regulations, Early Years Learning Framework, Victorian Early Years Learning and Development Framework and supporting curriculum documents

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Must hold a minimum of a Diploma in Children's Services (Education and Care National Services Regulations (2011))
- Must be a fit and proper person for registration as a Responsible Persons in Charge if requested.
- Must have First Aid, CPR, Anaphylaxis and Asthma management training
- Must have a current Working with Children Check

### Desirable:

- Experience in an Early Childhood environment, preferably long day care, is desired

## KEY SELECTION CRITERIA

### The Early Childhood Educator:

- A sound understanding and knowledge of Early Childhood Development and Education
- Must have a working understanding of the Early Years Learning Framework and the Victorian Early Years Learning and Development Framework and the application of these documents in practice.
- Must have demonstrated experience in curriculum development, including in the planning, implementation and reflection of the curriculum cycle.
- Have an in-depth understanding of the National Quality Standards, Education and Care Services National Law and Regulations 2011, and Code of Ethics; and the implications of these in practice
- Must have well-developed communication and organisational skills and a flexible approach to services provision

- Must have interpersonal skills and a positive approach to working with children, families, educators, other professionals and the community.
- Ability to contribute to a productive team culture and to provide role modelling as appropriate
- Well-developed supervisory and time management skills
- Have a commitment towards continuous improvement
- Will have basic computer skills

#### 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 Check throughout their employment
- 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:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

#### 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 LGBTQI community and people with disability.**

**Position description last updated**

**May 2023**