

Position Description

Diploma Qualified Educator

Classification:	Level 5 – Advanced Educator
Business unit/department:	Child Care Centre
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Children Services Award 2010
	Choose an item.
	Choose an item.
Employment type:	Full-Time, Fixed Term. Parental Leave Backfill
Hours per week:	40 (38+ADO)
Reports to:	Chief People and Culture
Direct reports:	Director – Child Care Centre
Financial management:	Budget:
Date:	April 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

To develop and implement, in consultation with families and educators, a high-quality program, aligned with the standards of Early Years Learning Framework (EYLF), Victorian Early Years Learning and Development Framework (VEYLDF) and the National Quality Framework (NQF), that meets the individual developmental needs of the children from 4 months of age to school-age.

To support the Centre in evaluating the quality of all educational programs at the Austin Child Care Centre to ensure all educational programs are aligned with the Early Years Learning Framework (EYLF), Victorian Early Years Learning and Development Framework (VEYLDF) and the National Quality Framework (NQF).

To provide effective supervision in a safe and secure environment where children are able to learn, develop, explore and discover their capabilities in an environment that ensures potential risks are recognised and appropriate supervision is provided.

Children's learning and development is promoted by creating a physical and social environment that is responsive to the needs of all children.

Educators are employed to be flexible across the entire service to ensure the overall minimum educator-to-child ratio is always met.

About the Austin Child Care Centre

The main entrance to the Centre is a renovated gatekeeper's lodge built in 1871. The brick house is overlooking the eastern boundary of the Austin campus grounds.

The Austin Child Care Centre is a work-based Education and Care Service that was opened in 1971. It is a non-profit organisation which is run by a Committee of Management. Extensions to this service were completed in 1993 and named the Elizabeth Austin Centre.

Further redevelopment of the Austin Child Care Centre commenced in October 2008 and concluded at the end of 2009. The main building was refurbished into an administrative hub, a new building was constructed for the babies and the kinder children, and the pre-existing Toddler/Kinder Building was renovated into a toddler room and pre kinder room. From 2010, the Centre increased an additional 10 child care places.

The Centre is registered for 70 EFT places, caring for preschool children from 4 months to school entry age. The Centre offers a stable, friendly and supportive team environment.

The Centre offered its first 4-year-old funded kindergarten program in 2014 and its first 3-year-old funded kindergarten program in 2022. Early Childhood Teachers are employed to implement the funded kindergarten programs as required by the Department of Education.

Position responsibilities

Role Specific:

All key responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the EYLF, VEYLDF and the NQF Quality Areas, Standards, Elements and Exceeding Themes. All educators are expected to have a working knowledge of these documents, which should underpin their pedagogy and, together with the Centre philosophy, directly reflect their relationships with children, families and other educators.

PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM (NQS Quality Area 1: Educational program and practice)

- Room educators to plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
- Actively support every child to participate in the program and ensure that the program promotes children's agency, choices and influence.
- Deliver effective and valuable documentation of children's learning in accordance with the Centre philosophy and the Learning Outcomes (EYLF and VEYLDF).
- Model and support educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.



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- Acknowledging the Traditional Owners of this land, the Wurundjeri Woi Wurrung People of the Kulin Nation.
- Provide pedagogical leadership.

PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN

(NQS Quality Area 2: Children's health and safety; Quality Area 3: Physical environment)

- Ensure children are actively supervised, identify risks and take all necessary steps to prevent or minimise injury.
- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures.
- Ensure that all children have access to nutritious food and fresh drinking water.
- Leading and supporting the health, wellbeing, learning and development of children.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS

(NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)

- Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Establish and maintain links with the Early Years Team, local networks, resource agencies, local prep programs/schools and other relevant organisations.
- Supervise workplace students and volunteers, as directed.
- Ensure an effective induction and orientation process for new families, children and educators, including workplace students and volunteers.
- Ensuring supervision and positive interactions are interconnected practices to promote a safe, supportive, and engaging environment for the children.

CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE

(NQS Quality Area 7: Governance and leadership)

- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Ensure an understanding of and compliance with all Child Care Centre policies and procedures.
- Attend professional development opportunities and network meetings as appropriate or as directed by the director.
- Lead and promote an understanding of the NQS, the NQF and the curriculum framework documents within the team/room.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the director, assistant director and educational leader.
- Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS.
- Be ready, willing and qualified to act in the position of person in day-to-day charge in the temporary absence of the director and the assistant director.
- Contribute to the Centre's newsletter.
- Report all incidents to the Centre's nominated supervisor.



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All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments
- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centred care
- Comply with Austin Health mandatory training and continuing professional development requirements
- Work across multiple sites as per work requirements and/or directed by management

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values.
- Highly developed interpersonal and communication skills.
- A demonstrated ability to supervise and direct staff and relate well to children.
- A demonstrated current working knowledge and understanding of the National Quality Standards, the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010.
- A demonstrated awareness of social, economic and cultural diversity and its impact on children and their families.
- A demonstrated understanding of child safety and the skills to identify, respond to and prevent child harm.

Professional qualifications and registration requirements

- Diploma of Early Childhood Education.
- A current Working With Children's Check card.
- A current National Criminal History Record Check (Police Check) as required by Austin Health.
- Current First Aid training.
- Anaphylaxis Management training including auto-adrenaline injector administration.
- Food safety, handling and hygiene training.
- GECKO National Child Safety training.
- Protecting Children - Mandatory Reporting and Other Obligations Early Childhood training.
- Safe Sleeping training.



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Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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