

Austin Health Position Description



Position Title: Level 4, Early Childhood Educator

Classification:	Early Childhood Educator
Business Unit/ Department:	Child Care Centre
Work location:	Austin Health
Agreement:	Children Services Award 2010
Employment Type:	Parental Leave Cover
Hours per week:	32
Reports to:	Director - Child Care Centre
Direct Reports:	N/A
Financial management:	Budget:
Date:	December 2024

About Austin Health

Austin Health is recognised for high-quality, person-centred care. We're renowned for our specialist work in cancer, transplantation, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

We're the largest Victorian provider of training for specialist physicians and surgeons, and internationally recognised as a centre of excellence in hospital-based research.

Our services are delivered to patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

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.

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).

About 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.

Purpose and Accountabilities

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)**

- Lead the team/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.
- Acknowledging the Traditional Owners and custodians of this land, the Wurundjeri Woi Wurrung people.
- 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 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.

**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.
- 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.
- Assist the director or the assistant director in matters relating to leadership, pedagogical leadership, management support, service administration, as directed.
- Be ready, willing and qualified to act in the position of certified supervisor in the temporary absence of the director and the assistant director.
- Contribute to the monthly newsletter.
- Report all critical incidents to the director.

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 by following organisational safety, quality & 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 centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- 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 Knowledge and skills:

- Diploma of Early Childhood Education.
- 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 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.
- Experience and proficiency in keyboarding and Computer skills

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

Document Review Agreement

Manager Signature	
Employee Signature	
Date	