

## Position Description

<b>Position Title</b>	Kindergarten teacher		
<b>Unit / Branch</b>	Early Learning		
<b>Classification</b>	ZZ26	<b>Employment Status</b>	Fulltime
<b>Position reports to</b>	Manager		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		
<b>Position Contact</b>	Delwyn Graham, Manager, Early Learning, on (03) 9345 5370		

### THE ROYAL CHILDREN'S HOSPITAL

The Royal Children's Hospital (RCH) in Melbourne is a leading provider of specialist public health services for children and adolescents and is the major specialist paediatric hospital in Victoria, caring for children from Tasmania and southern New South Wales as well as other states around Australia and overseas.

The Royal Children's Hospital recently embarked on an exciting chapter in its history with a move to a new state-of-art, "world class" children's hospital. With a staff of over 4,500 and an annual operating budget of over \$270m RCH has an international reputation as a centre of clinical excellence and is a state-wide teaching, training and research hospital providing tertiary, secondary and primary infant, child and adolescent health services.

RCH has a variety of research and academic partners including Murdoch Children's Research Institute (MCRI), The University of Melbourne, La Trobe University and RMIT University for teaching medical and postgraduate nursing students and for postgraduate study and medical research as well as a number of community based partners.

Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

### ROLES PURPOSE

The Kindergarten Teacher will lead the provision of a high quality kindergarten program, including developing positive relationships with children, families, educators and the community. The Kindergarten Teacher will lead a team of educators to implement a developmentally based curriculum that meet the needs of individual/groups of children, and supports children in their preparation for school. The curriculum is practiced in accordance with the service's philosophy, procedures and policies.

This role operates within a team environment and reports to the Co-ordinator.

## KEY ACCOUNTABILITIES

The Kindergarten teacher is appointed as the person in charge of a group of children in the age range from birth to 6 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. This also includes general administration, equipment, and materials.
- Guide co-educators in the use of effective teaching strategies, including intentional teaching and reflective practice
- Lead the delivery and display of effective documentation of individual and groups of, ensuring that this is accessible to children and families.
- Implement and manage effective routines, including maximise these opportunities for learning, and support children to actively participate in the curriculum
- Ensure all necessary records are accurate and submitted on time, including Kindergarten information Management and school transitions statements.
- Ensure families are given information about the Kindergarten curriculum, including parent-teacher interviews and parent information evenings
- 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 welling 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 aesthetic. 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.
- Ensure relevant information is given to families in a timely manner
- 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, 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 implements requirements of quality improvement, including the services Quality Improvement Plan (QIP)
- Assist the Manager/Coordinator/Educational Leader in matters relating to leadership, and administration when directed.

\*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

The Kindergarten Teacher:

- Must hold a minimum of a Bachelor of Education (Early Childhood)(Education and Care National Services Regulations (2011)
- Must be a fit and proper person for registration as a Certified Supervisor
- Must have First Aid, CPR, Anaphylaxis and Asthma management training
- Must have a current Working with Children Check
- Prior childcare experience would be an advantage

## KEY SELECTION CRITERIA

The Kindergarten Teacher:

- A sound understanding and knowledge of Early Childhood Development and Education
- Must have a working understanding of the Early Years Learning Framework, and Our Time, Our place, including the application of these documents in practice. This includes how they assist children in their transition to school
- 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

#### **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

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.