



Position Description – Early Childhood Educator (Qualified)

Position Details

Position Title: Early Childhood Educator (Qualified)

College/Portfolio: Property Services

School/Group: Operations

Campus Location: Based at the City Campus

Classification: Childcare Services 4 (CCS 4)

Employment Type:

Time Fraction:

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/> <https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous selfdetermination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice. <https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings. <https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

Position Summary

The Early Childhood Educator is responsible for:

- Providing high quality care to meet the physical, social, emotional and intellectual needs of individuals and groups of children in line with high quality standard of care and the Children's Services Act 1996, Children's Services regulations 2011, The National Quality framework (NQF), Early Years Learning Framework (EYLF), Victorian Early Years Learning and Development Framework (VEYLDF) and the Centre's philosophy and mission statement.
- For planning, implementing and evaluating developmentally appropriate programs for individuals and groups of children in conjunction with other staff.
- Building and maintaining close relationships with parents/guardians of the children in the Centre, through constant communication, to meet the needs of individual families.

Reporting Line

Reports to: Co-ordinator and Assistant Co-ordinator

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-andfacilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

1. GENERAL RESPONSIBILITIES

- Provide high quality care for 0-5 year's children in accordance with the Children's Services Act 1996, Education and Care services National Regulations 2011, The National Quality framework (NQF), Early Years Learning Framework (EYLF), Victorian Early Years Learning and Development framework (VELYLDF) and the Centre's philosophy and mission statement.
- In conjunction with other educators, observe, and develop appropriate programs, which meet the physical, social, emotional and intellectual needs of individuals and groups of children.
- Set up and maintain individual children's records and contribute to the online planning platform Story Park. In conjunction with other educators ensure all records are kept up to date and available in the centre for families, educational leader, co-ordinator and others (including outside agencies if required).
- Share in the general cleaning and maintenance of the centre, ensuring that the environment is safe, clean and hygienic as well as aesthetically pleasing.
- A commitment to valuing and enhancing Aboriginal and Torres Strait Islander cultures within the centre ● Ensure that confidentiality and privacy for educators, parents, and children's personal information is respected.
- Willingness to work across all age groups as required which also includes a flexibility in working times and rostering
- Work according to the Code of Ethics of the Early Childhood Australia
- Comply with the policies and procedures of RMIT City Campus Children's Centre
- Ensure compliance with Child Safe standards, Legislation and Policies
- Advocate for children and families
- Have a working knowledge of current research and the implications to education and care
- Have an actively anti bias approach which is reflected in interactions with children, families and Educators ● Keep up to date with current developments in the Early Childhood field
- Confident in using information technology
- Any other duties as specified by the Co-ordinator, Qualified educators and educational leader

2. CHILDREN

- Create a safe, supportive, stimulating and educational environment for the children
- Protect children and their rights
- Form relationships with children which are comforting and nurturing
- Ensure that the children are safe and adequately supervised at all times
- To be aware of children's additional needs/requirements – diet/allergies etc
- Assist with the implementation of daily routines
- Ensure a high standard of hygiene in compliance with procedures and policies
- Administer first aid or medication in compliance with procedures and policies

3. STAFF

- Respect and support colleagues, developing positive channels of communication to ensure a smooth running centre
- Contribute toward a healthy team environment
- Attend and contribute to centre functions, staff meetings, and staff development programs
- Collaborate with staff to ensure that the program is continually improving
- Assume an equal share of housekeeping duties
- Ensure that equipment is respected and maintained to an optimal level of safety

4. FAMILIES

- Develop and maintain positive relationships with families
- Share information with the family relating to their child and the daily activities of the centre
- Create a safe, supportive and informative environment for families
- Act as a resource person for families
- Attend parent meetings as required
- Encourage families to participate in centre decision making and experiences

5. CHILD SAFE STANDARDS

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6. OUR COMMUNITY

- Distribute information to assist families to access resources within our community
- Be an advocate for high quality services for children in our community
- Participate in excursions and experiences with children which promote awareness of our community

Key Selection Criteria

1. Knowledge of the Education and Care services National Regulations 2011, The National Quality framework (NQF), Early Years Learning Framework (EYLF), Victorian Early Years Learning and Development Framework (VELYLDF).
2. Some experience in developing and undertaking programme planning is preferred.
3. Relevant experience in a long day care setting.
4. A thorough knowledge of children's development and ability to assist in the observation, planning, implementation and evaluation of a developmentally appropriate children's program.
5. Well-developed interpersonal skills.
6. Demonstrated ability to co-operatively contribute to and support a team environment and to work flexibly, both within rooms and according to the needs of the Centre.
7. Demonstrated ability to work co-operatively and respect families from diverse cultural, socio-economic and religious backgrounds.
8. Willingness to participate in professional development, staff development programs and staff meetings.
9. High level literacy skills.

Qualifications

- A minimum of a Diploma of Children's Services or equivalent (recognised by ACECQA) in Early Childhood Education
- A current Level II First Aid Certificate, including CPR.
- Anaphylaxis and asthma training
- A current Working with Children Check

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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