

# **Educator Job Description**

The role of a Family Day Care Educator is to provide a quality home based child care service that operates within National Regulations and Standards as well as Service policies and practices. Educators will be supported and monitored in this role by Coordination Staff.

## **Responsibilities with regard to children :**

- ⤴ To provide and maintain a safe and healthy environment
- ⤴ To provide a stimulating program ( a range of educational, social and recreational activities) based on the strengths, needs and interests of each individual child. **Programs offered need be documented and to reflect the Early Years Learning Framework.**
- ⤴ To provide adequate, personal supervision at all times
- ⤴ To interact positively with children at all times
- ⤴ To use positive behaviour guidance which fosters children's self esteem and models appropriate responses.
- ⤴ To ensure that children's nutritional needs are met (having regard for children's cultural observances, allergies and preferences).
- ⤴ To ensure that the Educator's own child/ren and the children in care are cared for in the same manner and without bias.
- ⤴ To liaise with Coordinators about the placement and development of each child.
- ⤴ To attend playsession where possible.

## **Responsibilities with regard to families:**

- ⤴ To provide the opportunity of an interview with each family to discuss the Educator's service and the family's child care needs and expectations of care.
- ⤴ To maintain confidentiality at all times.
- ⤴ To work in partnerships with families to assist children settle into care.
- ⤴ To encourage families to share their thoughts, ideas, concerns and questions. (to gain knowledge of each child from the family's perspective).
- ⤴ To share information, both written and verbal about the child's day, their play interests and development.

## **Responsibilities to Armidale and District Family Day Care:**

- ⤴ To act professionally and ethically at all times.
- ⤴ To maintain confidentiality and uphold the Educator Contract and Code of Conduct .
- ⤴ To promote Family Day Care as a quality child care choice.
- ⤴ To ensure compliance with National Regulations ,Standards and Service policies.
- ⤴ To maintain a safe environment in keeping with the requirements of Work Health and Safety legislation.
- ⤴ To commit to team work and collaboration with Coordination Staff.
- ⤴ To participate in Quality Improvement, undertaking regular reflection and self assessment to establish goals for service development.
- ⤴ To ensure records are appropriately maintained and that all administrative responsibilities are met with regard to timesheets and Service forms and notifications.*(Records include: enrolment forms, attendance records, programs, medication forms, excursion notes, accident reports, sleep monitoring forms and fire drill evacuation forms).*
- ⤴ To complete all necessary risk assessments prior to excursions.
- ⤴ To commit to professional development by taking the opportunity to attend training offered by the Coordination Unit.
- ⤴ To maintain currency with Public Liability Insurance and First Aid Qualifications.
- ⤴ To fulfil the responsibilities of a Mandatory Reporter if a child in care is considered to be at Risk of Significant Harm.

## **Additional responsibilities:**

- ⤴ Educators need to complete or be actively working toward Certificate III in Children's Services by January 2014.
- ⤴ Educators and all adult household members must undertake a Working with Children check.
- ⤴ Educators must maintain a smoke free environment whilst children are in care. Educators or household members must not be under the influence of alcohol or drugs whilst children are in care.
- ⤴ Educators are required to have an annual health check.
- ⤴ Vehicles used to transport children in care must have current registration and Educators must ensure annual checks on seatbelts, anchor points and car restraints used.
- ⤴ As self employed professionals, it is the Educator's responsibility to keep and submit tax records.

*Last revised July 2012*