

Armidale & District Family Day Care Educator Job Description

AFDC Educators work in partnership with coordination unit staff to provide professional, high quality home- based education and care services for children enrolled with the Service. The Educator's role demands ongoing commitment to operating a successful business, expanding professional knowledge and skills and positively representing Armidale & District Family Day Care (and Family Day Care in general) to enrolled families and the broader community.

Qualifications/ Regulatory Requirements

- Educators must be at least 18 years old.
- Educator's homes must meet or exceed AFDC's safety requirements (based on the National Quality Standard).
- Educators must have or be actively working towards at least Certificate III in Early Childhood Education and Care.
- Educators are obliged to provide care and education in accordance with the National Law, Regulations, Quality Standards and AFDC's policies and procedures.
- Educators must have and maintain current approved first aid, anaphylaxis and emergency asthma management qualifications.
- Educators and all adult household members residing in the home must hold a current Working with Children Check.
- Educators must hold a current National Police Check.
- Educators must maintain Public Liability insurance for their homebased education and care business.
- Educators must have a medical certificate that certifies them as fit to undertake the duties of an Educator if they are diagnosed with a health or medical condition or are returning to work from maternity leave or injury.

Personal Characteristics

- Educators need to demonstrate a genuine interest in and enthusiasm for engaging children in learning and helping them feel nurtured and valued.
- Educators need to see change as an opportunity for personal and professional growth.
- Educators need to be physically and psychologically resilient to the demands of providing professional, high quality home-based education and care.

Responsibilities with regard to children include:

- providing and maintaining a safe, healthy and inviting environment
- providing and documenting a stimulating program that offers a range of educational, social and recreational experiences based on the strengths, needs and interests of each

individual child. ***Programs offered need be documented and to reflect the Early Years Learning Framework (or My Time Our Place for school aged children).***

- providing adequate, personal supervision at all times.
- interacting positively with children at all times, using positive behaviour guidance which fosters children's self-esteem and encourages self-regulation.
- ensuring children's nutritional needs are met (having regard for children's cultural observances, allergies and preferences).
- ensuring that the Educator's own child/ren and the children in care are cared for in the same manner (fairly and respectfully).
- liaising with Coordinators about the placement and development of each child.
- attending play session where possible.

Responsibilities with regard to families include:

- conducting an interview with each family to introduce them to the service and discuss the family's care needs and expectations.
- maintaining confidentiality at all times.
- working in partnership with families to assist children settle into care.
- encouraging families to share their thoughts, ideas, concerns and questions (to gain knowledge of each child from the family's perspective).
- sharing information, both written and verbal about the child's day, their play interests and development.

Responsibilities to Armidale and District Family Day Care include:

- acting professionally and ethically at all times in terms of personal presentation, communication and conduct.
- maintaining confidentiality and upholding the Educator Agreement and the service's Code of Conduct.
- promoting Family Day Care as a quality early childhood education and care choice.
- ensuring compliance with National Regulations, National Standards and Service policies and procedures.
- maintaining a safe environment in keeping with the requirements of Work Health and Safety legislation.
- committing to team work and collaboration with Coordination Staff.
- participating in Quality Improvement, undertaking regular reflection and self assessment to establish goals for service development.
- ensuring records are appropriately maintained and that all administrative responsibilities are met with regard to timesheets and service forms and notifications. (*Refer to the Summary of Forms and Notifications*)
- completing and submitting all necessary risk assessments prior to excursions.
- committing to professional development by attending at least 8 hours professional development per year (face to face or webinar).

- fulfilling the responsibilities of a Mandatory Reporter if a child is considered to be at Risk of Significant Harm.

Additional responsibilities:

- 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 need to consider safety and professionalism in dressing for their role. Hats and shirts with sleeves are recommended (as per the Sun Safe Policy and closed in shoes are recommended for safety).
- 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 good business records and submit tax returns each year.

Last revised July 2018

Reference: Recruiting High Quality Educators

(a workbook for FDC Services developed by the Family Day Care Association of Qld 2014)