



## POSITION DESCRIPTION

Position Title	Family Day Care Educator
Registered with	Cumberland Council Family Day Care
Reports To	Family Day Care Centre Director
Division	Children's Services
Hours	Various
Status	Self-employed and registered with Cumberland Council Family Day Care

### **Vision**

Empowering today's children to become tomorrow's future.

### **Mission**

Cumberland Council Children's Services is committed to educate and nurture children from all communities to be respectful, resilient and confident by providing an environment that is accepting, safe and inspiring.

### **Position Purpose**

Provide an innovative and educational program in a home setting that provides a warm and caring environment that enriches and enhances the children's lives and compliments their families' beliefs.

### **1. Selection Criteria**

#### *Essential Criteria:*

- 1.1 An ACECQA approved qualification in Education and Care (Minimum Certificate III level)
- 1.2 Valid Working with Children Check Clearance Number
- 1.3 Proven skills and experience in the following areas
  - 1.3.1 Caring for Children
  - 1.3.2 Customer service
  - 1.3.3 Communication skills in written and oral format
  - 1.3.4 Basic computer skills
  - 1.3.5 Effective time management and organisational skills
- 1.4 First Aid, Anaphylaxis and Asthma Certificates

#### *Desirable Criteria:*

- 1.5 Driver's Licence
- 1.6 A solid understanding of relevant legislation
  - 1.6.1 Work, Health and Safety Legislation (WH&S) – formerly OH&S
  - 1.6.2 Child Protection Legislation
  - 1.6.3 National Quality Framework (NQF)
    - National Quality Standards (NQS)
    - Education and Care Services National Regulations and Law
    - Early Years Learning Framework (EYLF)
    - My Time Our Place (School Aged Framework)

## **2. Key Relationships**

As the Educator you will develop key relationships with Children's Services Staff, other Family Day Care Educators, children and their families.

## **3. Principal Responsibilities**

### **3.1 *Legislation, Compliance & Reporting***

- Implement the daily program in line with NQF including children's journals and developmental records
- Adhere to the National Regulations, Law Application, Family Assistance Law and Guiding Principles, policies and procedures of the service
- Complete all relevant reports and drills in relation to incidents of concern, evacuations, accidents and maintenance requirements
- Maintain a clean and safe environment for the children
- Ensure compliance with Road Safety and parking rules when transporting children

### **3.2 *Program***

- Ensure the quality care and well-being of each individual child accept each child as an individual and work towards developing the child to his/her maximum potential, provide positive guidance and encouragement toward acceptable behaviour
- Ensure the dignity and rights of each child being educated and cared for by the service are maintained at all times
- Create an environment where the children have the opportunity to become self-reliant and to develop self-esteem
- Interact with the children and families to ensure all ideas and concerns are being discussed and their requirements are being met and that all have a voice in relation to the development of the service and the program
- Model a positive attitude of learning and curiosity about different ways of doing things; show a readiness to learn and discuss new ideas; maintain a creative approach to teaching
- Provide quality child care which includes planning and implementing a balanced program which is stimulating, interesting and exciting so the children will be given opportunities to explore and develop new skills

- Maintain children's journals, developmental records and daily programs
- Ensure that your own children and the children in care are cared for in the same manner and without bias
- Liaise with Family Day Care staff about the placement and development of each child
- Self-guided assessment toward high quality care, in accordance with the National Quality Standards
- Accommodate home visits from service staff and other authorised persons, during the time that there are children in care
- Provide challenging and stimulating opportunities which enrich the development for the individual child, including the engagement of play session and service based excursions
- Provide adequate supervision for children at all times
- Provide transport to children in a safe and secure environment

### **3.3 *Effective Communication & Relationship Building***

- Develop relationships with children, families and staff
- Provide interviews between each family offered care to discuss the placement of their child in the educator's home
- Share positive information about the child with his/her parents
- Liaise with the families of children in care to assist with settling in
- Maintain confidentiality in relation to staff, children and family matters
- Encourage families to share their thoughts, ideas, concerns and questions to gain information about the child from the family's perspective
- Seek professional advice from staff when there are concerns around a child or other issue
- Act in a professional and ethical manner at all times

### **3.4 *Business Management***

- Operate a small business from home
- Be willing to participate in training courses where appropriate
- Accurately complete required forms i.e. accidents and maintenance requirements
- Maintain a transparent record keeping process of payments via receipts
- Ensure timesheets are available for completion by parents, and are checked for accuracy and sent to the Administration Unit at Council at the time required for processing

## **4. Risk Management**

### ***Risk Responsibilities***

Educators are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Educators are responsible to conduct various risk assessments and complete required forms.

## 5. Work Health Safety

### ***WHS Responsibilities***

- Maintain a safe environment in keeping with the requirements of current WH&S legislation
- Comply with all Council safe work policies and procedures and any reasonable safety instructions given by Family Day Care staff
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others and report any potential hazards, incidents or injuries to your Child Development Officer
- Attend all relevant safety training and information sessions provided

## 6. Child Related Position

This position is designated as child related. Applicants will need to provide suitable identification and personal details and a valid Working with Children Check Clearance Number must be submitted with your application. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.

## 7. Record Keeping

To accept and undertake the requirements and obligations for effective recordkeeping and to ensure the creation, careful handling and preservation of records which are entrusted to their care, as a registered Educator with Cumberland Council Family Day Care.

## 8. Signatories

I understand that I am self-employed and registered with Cumberland Council Family Day Care.

I agree this position description accurately reflects the duties and responsibilities of my role:

Name: .....

Sign: .....

Date: .....

Centre Director's Name:

Sign: .....

Date: .....