POSITION DESCRIPTION

FAMILY DAY CARE EDUCATOR

POSITION OBJECTIVE

To provide care and education to children within your own home.
To provide this care within the rules and regulations of the National Quality Framework.
To provide care within Aussom Family Day Care Scheme’s Policies and Procedures, Mission Statement, Goals and Philosophy.

ORGANISATIONAL RELATIONSHIP

RESPONSIBLE TO: Family Day Care Field Support Workers
INTERNAL RELATIONSHIPS: Director and Coordinator
EXTERNAL RELATIONSHIPS: Early Childhood Services such as Community Child Care, Family Day Care Australia and Multicultural Resource Centres. Governing Bodies such as, Department of Education, Employment & Workplace Relations and the Australian Children’s Education and Care Quality Authority

KEY RESPONSIBILITIES

Children

- To ensure that children are supported through the practical application of the Early Years Learning Framework and/or the My time, Our Place Framework for school-aged children.
- To ensure children progress towards the 5 Learning Outcomes by following the principles and practices of the EYLF.
- To ensure children are provided with high quality care within a safe, clean and hygienic environment that meets the safety and hygiene standards of the National Quality Framework.
- To document children’s learning, so that families are able to share in the learning journey and children’s learning is visible.
- To ensure each child’s health and well-being needs are met
- To ensure each child is protected.

Families

- To provide collaborative partnerships with families.
- To ensure best practice and culturally relevant care to all children.
- To provide developmentally appropriate information to families through the use of a portfolio for each child.
- To provide a play-based, strengths and interests based program for children that can be documented in a way that is accessible to all families using your service.
- To ensure issues/problems are dealt with according to the Complaints Procedure
- To develop community links and specialist support where required for families, in consultation with the Field Support Worker.
- To support family day care relationships between children, families and the Coordination Unit as required.

**Yourself as a professional educator**
- To attend Training/Professional Development sessions for and on behalf of Aussom FDC so that high quality service delivery can be maintained.
- To use critical reflection as a tool for driving quality and best practice.
- To attend in-house training to enhance professional development.
- To act in the best interests of the child at all times
- To adhere to the Code of Conduct Policy at all times
- To ensure a practical and thorough knowledge of the National Quality Framework.
- To support the application of the National Quality Framework.

**ACCOUNTABILITY & AUTHORITY**

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<th>1. Field Support Worker</th>
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<td>2. Coordinator</td>
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<td>3. Director</td>
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- Educators are accountable to the Field Support Worker. If you have any concerns or disagreements, the educator should follow the complaints procedure in the policy and procedure manual for Aussom FDC.

**JUDGEMENT AND DECISION MAKING**

- Is exercised within the National Quality Framework and Policies and Procedures of Aussom Family Day Care.
- Educators are required to solve a range of problems requiring them to draw upon experience, professional knowledge, and procedural guidelines. Educators will always have the support of the Field Support Workers, Coordinator and Director of Aussom Family Day Care.
- All other enquiries (not related to the role of Educator) should be referred to the appropriate Coordination Unit member.

**SELECTION CRITERIA**

**Qualifications and Experience**

**Essential**
- Certificate 3 in Children’s Services or evidence of having enrolled (until Jan 2014)
- Anaphylaxis Management Training (Refresher as relevant)
- Level 2 First Aid Training (CPR as relevant)
- Asthma Management Training
- Food Handlers Training
- Police Check
- WWCC
- Family members 18yrs and over must have WWCC

**Preferable**
- Family Day Care experience.
- Child Protection Training
- Minimum 2 years experience working in the Children’s Services industry.

**INTERPERSONAL SKILLS**
- Well developed written English or a capacity to provide for the written requirements. This is in relation to documentation relating to child development and record-keeping such as competence at completing medication and accident forms for example.
- Some verbal English skills.
- A desire to build on limited English skills if applicable.
- A flexible communication style that responds to individual needs of children and families.
- Ability to engage in conflict resolution through discussion and teamwork whilst maintaining respect.
- Ability to engage with staff and families about complex issues
- Self-motivated, uses initiative and has an autonomous working style.

**MANAGEMENT SKILLS**
- Ability to manage own time effectively so that safety standards and written requirements are met.
- Plan and organise one’s own work
- Liaise with Field Support Workers about one’s own progress and the progress of children towards the 5 Learning Outcomes

**GENERAL INFORMATION**

**Contract**
- Educators sign a 2year contract with a 3month probationary period.

**Privacy**
Your application is handled respectfully and in accordance with the requirements of the Privacy Act in your state. Therefore any application; is treated as strictly confidential; is submitted for the purpose of assessing against selection criteria outlined in this position description; may be stored until the position is filled; may be stored into your personal file if you are successful; may be disclosed to the names of your referees.