

# Educator Position Description

## Baulkham Hills Family Day Care

Baulkham Hills Family Day Care (BHFDC) is an Approved Service, which is accredited and regulated by the Australian Children's Education and Care Quality Authority (ACECQA), which forms part of the Department of Education - Australian Government. Family Day Care (FDC) Educators provide education and care for children from 6 weeks to 13 years of age.

Baulkham Hills Family Day Care will register a Family Day Care Educator dependent upon the applicant meeting the selection criteria, having appropriate qualifications and the premises being suitable etc.

Position Title:	Family Day Care Educator
Registration:	FDC Educators are self-employed and enter into 'Terms of Registration' with Baulkham Hills Family Day Care. 'Terms of Registration' are reviewed and renewed annually.
Types of FDC:	<ul style="list-style-type: none"><li>• Full Time / Part Time / Casual</li><li>• Before &amp; After School Care / Vacation Care</li><li>• Evenings / Weekend / Overnight</li></ul>
Responsible to:	Baulkham Hills Family Day Care – Nominated Supervisor
Responsible for:	The education and care of children enrolled in Baulkham Hills Family Day Care.
Ratio:	Ratio requirements allow one (1) Educator to provide education and care for up to seven (7) children, of which four (4) can be under school age and three (3) over school age, including the Educator's own children.
Abide by:	Education and Care Services National Law 2010 Education and Care Services National Regulations 2011 Education and Care Services National Quality Standards (NQS) Baulkham Hills Family Day Care Policies and procedures All other relevant legislation relating to children's services.

## Position Objective

Baulkham Hills FDC Service is committed to:

- Offering quality home based education and childcare in a positive, safe, healthy and stimulating environment to meet the needs of families in our community.
- Working within Government Laws, Regulations and Standards.
- Implementing the Early Years Learning Framework (EYLF) and My Time Our Place Framework (MTOF) to maximise children's potential to develop a foundation for success in learning.
- Encouraging partnerships with families, FDC Educators and Baulkham Hills Family Day Care staff to foster positive opportunities to optimise children's learning and development.
- Seeking input from parents, FDC Educators and Baulkham Hills Family Day Care staff to enhance the service.

## Selection Criteria

### Qualifications and Experience

- Minimum qualification of Certificate 3 in Children's Services (or actively working towards this qualification).
- Diploma of Children's Services or higher is desirable.
- Valid First Aid, CPR, Anaphylaxis and Asthma management qualifications.
- Valid Working With Children Check (WWCC) for paid employment.
- Experience in the education and care of children from birth to 13 years (desirable).

### Desirable Industry Attributes

Demonstrated knowledge of:

- Child development.

- Programming and planning for children.
- Health, hygiene and safety procedures in children's services.
- Nutritional needs for children.
- First Aid, CPR, anaphylaxis and asthma procedures.
- Intermediate English, literacy and numeracy skills.
- The Education and Care Services National Regulations, the National Quality Standards, the Early Years Learning Framework and the My Time Our Place framework.

### **Desirable Personal Attributes**

Demonstrated ability to:

- Work independently, prioritise and manage own time.
- Communicate respectfully and build positive relationships with children, parents and BHFDC staff..
- Understand and respond to children's needs respectfully and positively..
- Balance personal and family needs whilst educating and caring for Family Day Care children.
- Understand and accept the diverse needs of families and be non-judgemental.
- Demonstrate behaviour consistent with community standards.
- Recognise the need for, and participate in, ongoing professional development and continuous improvement.

### **Assessment**

- Meet all key selection criteria as listed in the position description.
- Valid Working with Children Check (WWCC) for all adult (18 years & over) household members.
- Satisfy the Safety Risk Assessment requirements on the premises (annual).
- Obtain Medical Certificate (annual) by a medical professional.
- Reference checks by two professional people (not family or friends).
- A probationary period of six months applies to the Educators first registration period. Within the probationary period BHFDC reserves the right to terminate the Educators registration (see terms of registration).
- Continued Registration is subject to compliance with National Quality Standards, Federal/State regulations and service policy and procedure (reviewed annually).

### **Business Requirements**

- Australian Business Number (ABN) to be obtained prior to commencement.
- Maintain public liability insurance coverage up to \$10 million dollars.
- Participation in ongoing professional development.
- Maintain all Work, Health and Safety requirements.
- Annual vehicle and restraint check (if applicable).

## **Key Responsibilities**

### **Children**

- Supervise children in care at ALL times.
- Provide an environment that is conducive to the health, safety, care and development of children including, but not limited to, smoke and alcohol free, the isolation of animals, probity of people at premises.
- Plan, implement and document a range of experiences designed to promote the physical, social, emotional and intellectual development of individual children in accordance with the NQS.
- Use positive guidance techniques with children in care.
- Ensure that all meals, snacks and drinks are varied, nutritionally adequate and served at regular intervals.
- Demonstrate behaviour consistent with service standards.
- Develop respectful, positive relationships with children, families, BHFDC staff and other FDC Educators.
- Solely responsible for the overall management and supervision of children aged 0 – 13 years
- Being actively involved with children's play at the child's level.
- Facilitating active play both indoors and outdoors.

- Being aware of, and responsive to the needs of individual children.
- Administer medication in accordance with medical practitioner/parent instructions when required.
- Maintain accurate administrative records, incident reports, attendance records, medication records, excursion records, etc.
- Read and comprehend all policies, procedures, standards and regulations.

### Parents

- Involve parents/guardians in all aspects of the child/ren's care.
- Communicate respectfully with parents/guardians about their child/ren.
- Maintain confidentiality at all times.
- Disseminate information to families as required.

### Baulkham Hills Family Day Care

- Contribute to the positive relationship between BHFDC staff and Educators and ensure that value is placed on diversity, teamwork, respect, etc.
- Establish and maintain a mutually beneficial relationship with parents.
- Receive and respect planned and unannounced visits from BHFDC staff and Government agencies.

### Administration

- Complete all records accurately and within specified timeframes.
- Complete daily checklists and records of medication/accidents/injury/illness etc as necessary.
- Complete daily attendance records for each child in care.
- Maintain accurate records of attendance/hours of care/receipts etc.
- Maintain observations for all children including linking with the EYLF or MTOP framework.
- Maintain a portfolio for all children including linking with the EYLF or MTOP framework.
- Maintain programs and evaluations.
- Maintain all paperwork as directed by Baulkham Hills Family Day Care.

### Professional Development

- Participate in initial FDC Educator training to assist establishing your FDC business.
- Actively participate in ongoing professional development opportunities.
- Work within guidelines and accept direction.
- Work co-operatively with families and Baulkham Hills Family Day Care.

### Physical Duties

- Sitting for extended periods while interacting with children and facilitating activities.
- Walking or standing for extended periods.
- Driving (if applicable).
- Light and heavy lifting/carrying of children, equipment and furniture.
- Light and heavy pushing/pulling (e.g. stroller/pram).
- Bending and kneeling requirements.
- Adequate fine motor and vision skills including the ability to change clothes with small buttons and pins nappies.
- Ability to respond effectively to emergencies.
- Exposure to noise (e.g. crying).
- Effectively responding to a degree of stress (e.g. multiple demands from children/parent).

## Agreement

By signing the Baulkham Hills Family Day Care 'Terms of Registration' the Educator agrees to abide by the 'Educator Position Description'.