

Position Description – Family Day Care Educator

Kids' Early Learning Family Day Care (KELFDC) is an Approved Service accredited by Australian Children's Education and Care Quality Authority (ACECQA) to provide care for children under the age of 13 in their own homes.

Kids' Early Learning Family Day Care may enter the name of an Educator onto their register if they meet the selection criteria and their home is suitable.

KELFDC offers full time, part time, casual, before and after school care, vacation care and weekends, evening and overnight care to parents registered with the service.

Position Title: Family Day Care Educator

Reports to: Kids' Early Learning Family Day Care Coordinator

Responsibilities: The education and care of children who are enrolled with KELFDC

Ratio: A Family Day Care Educator is permitted to care for up to seven (7) children, of which four (4) can be under school age and three (3) over school age including their own children.

Abide by:

- Education and Care Services National Law 2010
- Education and Care Services National Regulation 2011
- Education and Care Services National Quality Standards (NQS)
- Family Assistance Law
- Kids' Early Learning Standard Operating Procedures
- Other relevant legislation and government directives and recommendations

Objectives of the position

Family Day Care Educators are self-employed small business owners. Educators are required to provide and maintain a quality child care service in a safe, healthy, nurturing and friendly home environment.

Educators must :

- Abide by the National Law and Regulations, the Educator/Scheme agreement and Kids' Early Learning Operating Procedures.

- Provide an interesting and engaging environment for children of all ages that promotes learning through play.
- Provide care in an environment that is safe and free from hazards

Selection Criteria

QUALIFICATIONS AND EXPERIENCE:

Essential:

- Minimum Certificate III in Children's Services or qualification which meets Legislative requirements.
- Experience in Education and care of children from birth to 13 years.
- Current Working with Children Check for paid employment
- Criminal record check or willingness to obtain.
- PRODA registration or willingness to obtain.
- Current First Aid, Asthma, Anaphylaxis, CPR Certification which meets Legislation.
- Training in child protection and knowledge of Mandatory reporter obligations
- Working knowledge of the Education and Care Services National Law, Regulations and National Quality Standards

Desirable:

- Experience working in Family Day Care
- Experience with Harmony software
- Able to use a computer
- Good written and oral communication skills

KEY ACCOUNTABILITIES:

- Understand, embrace and implement the principles of the Early Years Learning Framework and My Time Our Place.
- Understand you are solely responsible for the children in care at all times and that you cannot delegate this responsibility to someone else or have them complete your duties.

- Provide age appropriate activities for the children based on their needs and interests
- Program, plan, document and reflect on each child's learning and development with families.
- Fulfil obligations in relation to being a Mandatory Reporter
- Follow the rules and guidelines in the Child Care Provider Handbook in relation to fee charging practices and claiming of subsidies.
- Participate in ongoing professional development.
- Develop a professional and reciprocal relationship with children, families and staff.
- Ensure the environment is free of drugs, alcohol and smoke (cigarette or e-cigarette)
- Fulfill the business requirements of a self-employed person.
- Maintain records in accordance with current legislation and procedures.
- Maintain a safe workplace at all times and complete a written daily safety check.
- Ensure that only child appropriate language, TV programs, videos, games and books are accessible to FDC children and that