
Windermere Early Childhood Education & Care Services

Duty Specification – Family Day Care Educator

Job purpose

Windermere Early Childhood Education and Care Services Family Day Care Educators are responsible for providing high quality education and care in their own home. The maximum number of children a Family Day Educator can care for at any time is seven children, with up to four being below school age. (This includes any of the Educator's own children aged under 12 years.) Windermere Early Childhood Education and Care Services recruitment and selection procedures are a reflection of our commitment to the safety and protection of children in our Family Day Care Educators' homes.

Duties

- Responsibility for the overall guidance and supervision of children aged birth to 12 years
 - Maintaining a healthy and safe environment for children as defined by the Windermere Family Day Care safety check
 - Maintain all conditions of the Windermere Family Day Care policy manual
 - Meeting all the satisfactory indicators of the National Quality Standard
 - Providing a wide range of engaging indoor and outdoor experiences for children
 - Planning and evaluating appropriate developmental experiences for children in care
 - Developing and maintaining professional relationships with families, other Family Day Care Educators, Early Childhood Education and Care Services staff and members of the community as required
 - Developing a thorough knowledge of the needs of all children in care
 - Providing a positive, responsive and relaxed environment for children
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Reporting relationships

Early Childhood Education and Care Services Family Day Care Educators are supported and supervised by an Educational Program Coordinator who makes unannounced visits to the Family Day Care Educator's home at least once a month. Formal Home Safety Checks are conducted annually at the beginning of the registration year, and Professional Development Plans are developed prior to reregistration being offered.

Principal accountabilities

Administration

- Developing and maintaining effective documentation systems of activities and experiences offered to children and information for and about children and families
- Developing and maintaining effective record keeping systems to accurately complete fortnightly timesheets and receipts

Principal accountabilities

Care Environment

- Completing daily safety audits of the education and care environment and an annual Home Safety Check
- Making regular observations of all children in care and evaluating the education and care environment and the needs of the children
- Providing varied and engaging education and care environments for children
- Participating actively in the play environment with children

Professional Development

- Attending compulsory training updates such as First Aid and Child Protection
- Attending three additional training activities or equivalent each registration year
- Participating in an annual Professional Development Review with an educational program coordinator
- Regularly reviewing the Windermere Family Day Care policy manual, Early Childhood Education and Care Services National Law and Regulations, and the National Quality Standard

Selection criteria

Minimum Education Required

- Certificate III in Children's Services
- First Aid level 2, Anaphylaxis management, Asthma management

Experience

- Previous experience working with children from birth to 12 years

Skills

- An ability to plan a varied and engaging care environment for children
- Demonstrable organisational and record keeping skills
- Demonstrable ability to develop and maintain positive working relationships with children, parents and colleagues
- An ability to resolve conflict in a positive way

Knowledge

- A thorough knowledge of child development of children from birth to 12 years
- Knowledge of the health and safety needs of a child care environment
- Knowledge of good nutritional practices
- Awareness of the National Quality Standards
- Awareness of the Regulations and Law

Values and Attributes

- Have the personal qualities of maturity, tolerance, flexibility and warmth
- Have a genuine interest in the care and development of young children
- Be in good physical and mental health

Additional Requirements

- Be the owner or prime occupier of your house
- Have a home telephone connected
- Be available to work at least 3 x 8-hour days
- Be able to provide a completely smoke free environment
- Have access to a computer and printer in your home.
- Hold a current driver licence and have access to a motor vehicle (preferred)
- Hold a current Working With Children Check (all occupants of the house aged 18 and over)
- Hold a current Police Check (all occupants of the house aged 18 and over)