

Childcare Educator Job Description

A comprehensive job description template
for early childhood education services

Centre Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and early childhood education practices at the time of publication. You should review and tailor this template to suit your service, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Childcare Educator / Early Childhood Educator / Diploma Educator

1.2 Position Summary

The Childcare Educator is responsible for providing quality care and education to children in early childhood settings. This role involves planning and implementing educational programs aligned with the Early Years Learning Framework (EYLF) and My Time, Our Place (MTOp) frameworks. Educators supervise children to ensure their safety and wellbeing, manage daily routines, document learning and development, and build strong partnerships with families.

The position requires creating engaging, age-appropriate learning experiences through play-based approaches. Educators maintain a safe, inclusive and stimulating environment that supports each child's development across all learning domains. This includes physical care routines, implementing educational activities, observing and documenting children's progress, and communicating effectively with families and the educational team.

1.3 Reporting Structure

This position reports to:

- Room Leader / Senior Educator
- Educational Leader
- Centre Director / Nominated Supervisor

1.4 Employment Type

This position is available as:

- Casual (flexible shifts as required)
- Part-time (regular rostered days)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 Child Supervision and Safety

- Provide active supervision of children at all times
- Maintain required educator-to-child ratios as per regulations
- Ensure safe indoor and outdoor environments
- Conduct regular risk assessments of play areas and equipment
- Manage transitions between activities and routines smoothly
- Respond appropriately to incidents and emergencies

- Implement sun safety, hygiene and health practices

2.2 Educational Programming

- Plan and implement age-appropriate learning experiences
- Deliver programs aligned with EYLF/MTOP frameworks
- Create engaging play-based learning opportunities
- Support children's development across all learning outcomes
- Extend children's interests and learning through intentional teaching
- Collaborate with team on program planning and evaluation
- Adapt activities to meet individual children's needs

2.3 Daily Routines and Care

- Supervise and support children during meal and snack times
- Assist with nappy changes and toileting routines
- Support children's rest and sleep routines
- Maintain hygiene standards including handwashing and cleaning
- Assist children with self-help skills and independence
- Administer medication and first aid as required
- Follow dietary requirements and manage food allergies

2.4 Documentation and Assessment

- Write learning stories and observations of children's development
- Maintain children's portfolios and developmental records
- Complete daily attendance and incident/accident reports
- Contribute to program planning documentation
- Document children's progress against learning outcomes
- Maintain accurate and timely records as per regulations
- Use technology and online platforms for documentation

2.5 Family Partnerships

- Communicate daily with families at drop-off and pick-up
- Share children's achievements and developmental progress
- Build respectful and supportive relationships with families
- Respond to family questions and concerns professionally
- Participate in parent interviews and family events
- Respect cultural diversity and family values
- Provide feedback on children's learning and wellbeing

2.6 Room Environment and Resources

- Set up and maintain engaging learning spaces
- Ensure play areas are clean, safe and well-organized
- Create stimulating displays and documentation of learning
- Maintain and care for educational resources and equipment
- Prepare materials for planned activities
- Follow cleaning schedules and hygiene protocols

3. Required Skills and Attributes

3.1 Essential Skills

Child Development Knowledge

Strong understanding of child development stages and learning theories. Knowledge of EYLF and MTOP frameworks. Ability to recognize developmental milestones and support individual children's needs.

Understanding of play-based learning and intentional teaching approaches.

Communication Skills

Excellent verbal and written communication with children, families and colleagues. Ability to write clear observations and learning stories. Professional communication in sensitive situations. Active listening skills and ability to build rapport with diverse families.

Patience and Nurturing Approach

Calm and patient demeanor when working with young children. Nurturing and caring approach to children's needs. Ability to manage challenging behaviors positively. Emotional resilience and ability to remain composed in busy environments.

Creativity and Play-Based Learning

Creative approach to planning engaging learning experiences. Ability to extend children's learning through play. Resourcefulness in creating stimulating environments. Enthusiasm for participating in children's play and exploration.

3.2 Personal Attributes

- Genuine passion for working with children
- Warm, friendly and approachable personality
- Strong work ethic and professional attitude
- Excellent teamwork and collaboration skills
- Flexible and adaptable to changing needs
- High level of organization and time management
- Cultural sensitivity and respect for diversity
- Reliable, punctual and committed
- Positive attitude and sense of humor

- Initiative and ability to work independently

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Certificate III in Early Childhood Education and Care (or equivalent)
- Working with Children Check (current and valid)
- National Police Check (no older than 6 months)
- Current First Aid certificate (including CPR)
- Anaphylaxis management training (ASCIA approved)
- Emergency asthma management training
- Child protection training
- Eligibility to work in Australia

4.2 Desirable Qualifications

- Diploma of Early Childhood Education and Care
- Bachelor of Early Childhood Education
- Previous experience in early childhood settings
- Experience with documentation and learning platforms
- Additional training in inclusion and diversity
- Sustainability education knowledge
- Understanding of National Quality Framework

4.3 Experience

Entry-level positions are available for newly qualified educators with Certificate III qualifications. Training and mentoring will be provided in programming, documentation, family partnerships and centre procedures. Experienced educators should demonstrate strong knowledge of EYLF/MTOP frameworks, quality documentation practices, positive behavior guidance and effective communication with families and teams.

5. Working Conditions

5.1 Hours of Work

- Standard hours typically Monday to Friday 7:00am to 6:00pm
- Full-time positions usually 38 hours per week
- Part-time shifts of 6-8 hours per day
- Roster provided in advance as per award requirements
- Flexibility required to cover staff absences when needed
- Attendance at staff meetings and professional development

5.2 Physical Requirements

- Physical stamina for active participation in children's play
- Bending, kneeling and sitting on the floor regularly
- Lifting and carrying children and equipment
- Standing and moving throughout the day
- Working in outdoor environments in various weather
- Good hearing and vision for supervising children

5.3 Work Environment

- Indoor and outdoor early childhood education settings
- Busy, active environment with noise from children's play
- Exposure to common childhood illnesses
- Working as part of a collaborative educational team
- Regular interaction with children, families and staff
- Compliance with National Quality Framework standards

5.4 Dress Code and Presentation

- Centre uniform or casual, comfortable clothing as required
- Closed-toe shoes suitable for active play and safety
- Name badge to be worn at all times
- Professional appearance and hygiene standards
- Hair tied back and minimal jewelry for safety
- Sun-safe clothing for outdoor supervision

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Children's Services Award 2010 (MA000120). The award sets minimum pay rates, penalty rates, allowances and conditions for employees working in early childhood education and care services.

6.2 Classification Level

Childcare educators are generally classified under the award as:

- Level 3.1: Certificate III qualified educator (entry level)
- Level 3.2: Certificate III educator with additional responsibilities
- Level 3.3: Certificate III educator with supervisory duties

The specific classification level will be determined based on qualifications, duties performed and level of responsibility.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: 150% of base rate
- Sunday: 175% of base rate
- Public holidays: 225% of base rate
- First Aid allowance for maintaining current qualification
- Additional allowances may apply for specific duties

Casual employees receive a 25% casual loading instead of paid leave entitlements. Refer to the Children's Services Award 2010 for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time for all shifts and ready to work
- Notify supervisor as early as possible if unable to attend
- Maintain confidentiality regarding children and families
- Follow all centre policies, procedures and code of conduct
- Represent the centre professionally at all times
- Participate in staff meetings and professional development

7.2 Educational Standards

- Implement programs aligned with EYLF/MTOP frameworks
- Complete documentation and observations in a timely manner
- Maintain high standards of educational practice
- Engage in reflective practice and continuous improvement
- Contribute positively to educational program planning
- Support children's learning and development holistically

7.3 Child Safety and Wellbeing

- Provide active supervision of children at all times
- Report all incidents, accidents and concerns immediately
- Follow child protection policies and mandatory reporting obligations
- Implement positive behavior guidance strategies
- Maintain safe and hygienic environments
- Administer first aid and medication as trained and authorized

7.4 Communication and Teamwork

- Communicate effectively and respectfully with families
- Work collaboratively with educators and leadership team
- Share information relevant to children's care and learning
- Participate positively in team discussions and planning
- Respect diversity and individual differences
- Support colleagues and contribute to positive team culture

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including education and work history
- Cover letter outlining experience and passion for early childhood education
- Copy of Certificate III (and/or Diploma) in Early Childhood Education
- Copy of current Working with Children Check
- Copy of National Police Check (within 6 months)
- Copies of First Aid, Anaphylaxis and Asthma certificates
- Contact details for at least two referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience and availability
- Face-to-face interview with centre director or educational leader
- Centre tour and opportunity to observe the learning environment
- Verification of qualifications and Working with Children Check
- Reference checks with previous employers
- Induction and orientation before commencing

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law. We value diversity and are committed to creating an inclusive environment for children, families and staff.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the centre.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____