

Family Day Care Educator Job Description

A comprehensive job description template
for Australian family day care services

Service Name: _____

Educator Name: _____

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, employment arrangements, 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.

Table of Contents

1. Position Overview	3
2. Key Responsibilities	3
3. Required Skills and Attributes	5
4. Qualifications and Requirements	6
5. Working Conditions	7
6. Award Information	7
7. Expected Behaviours	8
8. Application Process	8

1. Position Overview

1.1 Position Title

Family Day Care Educator / Home-Based Educator / FDC Educator

1.2 Position Summary

The Family Day Care Educator provides quality early childhood education and care from an approved home environment. This role involves working independently to care for small groups of children (up to 4 children under school age, maximum 7 children total including school-aged children). The educator plans and implements educational programs aligned with the Early Years Learning Framework (EYLF) while maintaining compliance with National Quality Framework (NQF) regulations and Family Day Care service requirements.

The position requires creating a safe, nurturing and stimulating home-based learning environment. Educators work closely with families to provide flexible care arrangements, implement age-appropriate learning experiences, document children's development, and maintain all regulatory requirements including attendance records, safety checks and quality improvement practices.

1.3 Reporting Structure

This position reports to:

- FDC Coordination Unit / Scheme Manager
- Field Officer / Educational Leader
- Service Coordinator

1.4 Employment Type

This position is typically structured as:

- Self-employed contractor (operating own FDC business)
- Employee of FDC service or scheme
- Flexible hours negotiated with families
- Part-time or full-time arrangements available

2. Key Responsibilities

2.1 Home-Based Care Delivery

- Provide quality early childhood education and care from approved home environment
- Maintain safe, clean and welcoming home-based learning space
- Care for small groups within approved ratios (maximum 4 under school age, 7 total)
- Create nurturing, inclusive environment for all children
- Ensure home environment meets all regulatory requirements

- Supervise children at all times during care hours
- Maintain approved home status through regular compliance checks

2.2 Educational Programming

- Plan and implement EYLF-aligned educational programs
- Provide age-appropriate activities for mixed age groups
- Support children's learning across all developmental areas
- Observe, document and assess children's learning and development
- Create learning stories and portfolios for families
- Incorporate children's interests and family cultures into programming
- Provide indoor and outdoor play experiences

2.3 Small Group Management

- Care for mixed age groups from babies to school-aged children
- Manage individual needs within group setting
- Support children's social and emotional development
- Implement positive behavior guidance strategies
- Balance attention across different ages and developmental stages
- Provide meals and snacks meeting nutritional guidelines
- Support sleep and rest routines for younger children

2.4 Safety and Compliance

- Maintain home environment to meet safety and regulatory standards
- Conduct daily safety checks and risk assessments
- Implement emergency and evacuation procedures
- Maintain first aid equipment and currency of qualifications
- Administer medication according to service policies
- Report incidents, accidents and hazards immediately
- Follow child protection and mandatory reporting obligations

2.5 Parent Partnerships

- Build strong, professional relationships with families
- Provide daily communication about children's experiences
- Negotiate care arrangements, bookings and schedules
- Manage payments and invoicing (if self-employed)
- Share children's learning and development progress
- Support family involvement in children's education
- Maintain professional boundaries in home-based setting

2.6 Documentation and Administration

- Maintain accurate attendance records for all children
- Complete required compliance documentation
- Document children's learning through observations and assessments
- Keep children's individual records up to date
- Submit regular reports to coordination unit
- Participate in Quality Improvement Plan processes
- Manage business records and receipts (if self-employed)

3. Required Skills and Attributes

3.1 Essential Skills

Independence and Self-Motivation

Ability to work independently without direct daily supervision. Self-directed approach to planning, implementing and evaluating educational programs. Capacity to make sound decisions regarding children's care and safety. Strong initiative in maintaining home environment and professional standards.

Multi-Tasking and Organisation

Exceptional multi-tasking abilities to manage mixed age groups simultaneously. Strong organisational skills to balance care, education, documentation and administrative tasks. Ability to manage time effectively across competing priorities. Capacity to maintain structured routines while remaining flexible to children's needs.

Communication and Relationships

Strong verbal and written communication skills for engaging with children, families and coordination unit. Ability to build trust-based relationships with families in home setting. Professional communication regarding children's learning and development. Effective collaboration with coordination team and support services.

Child Development Knowledge

Solid understanding of child development across age ranges from infants to school-aged children. Knowledge of Early Years Learning Framework and National Quality Framework. Ability to plan developmentally appropriate experiences for mixed age groups. Understanding of inclusive practices and supporting diverse needs.

3.2 Personal Attributes

- Passionate about early childhood education and children's wellbeing
- Patient, nurturing and caring approach
- Reliable, responsible and trustworthy
- Professional boundaries in home-based setting
- Business mindset and entrepreneurial skills (if self-employed)
- Adaptable and flexible to family needs

- Strong problem-solving abilities
- Attention to detail in safety and compliance
- Cultural sensitivity and inclusive approach
- Commitment to continuous professional development

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Certificate III in Early Childhood Education and Care (minimum qualification)
- Current Working with Children Check or equivalent clearance
- National Police Check (no older than 6 months at commencement)
- Current approved first aid qualification (HLTAID012 or equivalent)
- Current anaphylaxis management training (HLTAID011)
- Current asthma management training
- Approved home environment meeting regulatory requirements
- Police checks for all adult household members
- Home insurance appropriate for family day care operations

4.2 Desirable Qualifications

- Diploma or higher qualification in Early Childhood Education and Care
- Previous experience in family day care or home-based education
- Experience caring for mixed age groups including babies
- Additional training in special needs or inclusion practices
- Food safety or nutrition qualifications
- Business management or small business experience
- Second language skills relevant to local community

4.3 Home Environment Requirements

The approved home environment must meet:

- Safe indoor and outdoor play spaces meeting safety standards
- Adequate space for number of children being cared for
- Age-appropriate furniture, equipment and learning resources
- Fenced outdoor area meeting safety requirements
- Safety equipment including smoke alarms, first aid kit, fire extinguisher
- Hygienic food preparation and meal service facilities
- All household members supportive of FDC operations

5. Working Conditions

5.1 Hours of Work

- Flexible hours negotiated with families
- Typically Monday to Friday, with some weekend or evening care possible
- Hours vary based on family bookings and educator availability
- May include early morning or late afternoon care
- Annual leave and closures managed individually or per service policy
- Professional development and planning time required

5.2 Physical Requirements

- Physical stamina for active supervision of children throughout day
- Ability to lift and carry young children safely
- Bending, kneeling and sitting on floor for extended periods
- Energy for active play both indoors and outdoors
- Ability to respond quickly to children's needs and emergencies
- Manual handling of equipment and resources

5.3 Work Environment

- Working from own approved home environment
- Managing professional childcare service within domestic setting
- Working independently with support from coordination unit
- Regular visits from field officers and coordinators
- Home must meet ongoing regulatory and safety requirements
- Balance between home life and childcare business operations
- May include excursions and community outings with children

5.4 Ratio Limitations

- Maximum 4 children under school age (under 6 years old)
- Maximum 7 children total including school-aged children
- Only 1 child under 12 months unless approved by service
- Educator's own children count toward ratio if under 13 years
- Ratios must be maintained at all times during care hours
- No care provided outside approved home without service approval

6. Award Information

6.1 Modern Award Coverage

Family Day Care Educators employed by an FDC service are typically covered by the Children's Services Award 2010 (MA000120). This award sets minimum pay rates, allowances and conditions for employees in children's services. Self-employed educators operating as contractors are not covered by the award and set their own fees and conditions in agreement with families and the coordination unit.

6.2 Classification Level

For employed educators, classification is typically:

- Level 3: Certificate III qualified Family Day Care Educator
- Level 4: Diploma qualified Family Day Care Educator
- Higher classifications may apply based on additional responsibilities or qualifications

Self-employed educators determine their own hourly rates and fee structures within coordination unit guidelines and market conditions.

6.3 Self-Employment Considerations

Self-employed Family Day Care Educators should be aware of:

- Requirement to register for ABN and GST (if applicable)
- Responsibility for own tax and superannuation obligations
- Need for appropriate business and public liability insurance
- Management of own invoicing, payments and accounts
- Business expense deductions for home-based operations
- No entitlement to paid leave, but can set own closure dates

Educators should seek independent financial and tax advice regarding self-employment obligations and entitlements.

7. Expected Behaviours

7.1 Professional Conduct

- Maintain high professional standards in home-based setting
- Adhere to service policies, procedures and code of conduct
- Maintain confidentiality regarding children and families
- Respond promptly to coordination unit communications
- Participate in service meetings, training and networking events
- Maintain professional boundaries with families
- Present home environment professionally during care hours

7.2 Quality Education Standards

- Implement quality educational programs aligned with EYLF
- Provide intentional teaching and learning experiences
- Document children's learning and development regularly
- Reflect on practice and continuously improve quality
- Maintain current knowledge of early childhood best practice
- Contribute to service Quality Improvement Plan
- Support children's transition to school

7.3 Safety and Wellbeing

- Prioritize children's safety, health and wellbeing at all times
- Conduct daily safety checks of home environment
- Maintain first aid qualifications and emergency procedures
- Report all incidents, accidents and near misses immediately
- Follow mandatory reporting obligations for child protection
- Implement safe sleep practices for babies and young children
- Ensure home environment remains compliant at all times

7.4 Communication and Partnership

- Communicate openly and professionally with families
- Provide regular updates on children's learning and experiences
- Build respectful partnerships with families and communities
- Respond promptly to family concerns or questions
- Collaborate with coordination unit and support services
- Engage with local FDC educator network for peer support
- Maintain professional communication via approved channels

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including relevant experience and qualifications
- Cover letter outlining motivation for home-based education
- Copy of Certificate III (or higher) in Early Childhood Education and Care
- Copy of current Working with Children Check
- Copy of National Police Check (within 6 months)

- Copies of current first aid, anaphylaxis and asthma certificates
- Contact details for at least two professional referees
- Description of home environment and available spaces

8.2 Selection Process

The application process typically includes:

- Review of application and qualifications
- Initial interview with coordination unit
- Home environment assessment and approval process
- Verification of qualifications and clearances
- Police checks for all adult household members
- Reference checks with previous employers or educators
- Induction program and initial training
- Ongoing support and mentoring during establishment phase

8.3 Equal Opportunity

We are an equal opportunity service and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law. We value diversity in our educator team and encourage applications from people of all backgrounds.

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 needs of the service and families.

Educator Name: _____

Educator Signature: _____

Date: ____ / ____ / ____

For Coordination Unit Use Only

Coordinator Name: _____

Coordinator Signature: _____

Date: ____ / ____ / ____