



the infants' home
CHILD & FAMILY SERVICES

POSITION DESCRIPTION

Position Title	Diploma Qualified Early Childhood Educator
Department	Children's Services
Date	August 2026
Reporting To	Centre Director - Early Childhood Education and Care
Internal Liaisons	All staff
External Liaisons	Community organisations, councils, community services, the Australian Children's Education and Care Quality Authority (ACECQA), the NSW Early Learning Commission, tertiary institutions, and others as required

About The Infants' Home

The Infants' Home Child and Family Services is a provider of integrated early childhood education and care, family day care, early intervention and allied health services for children and families. For over 150 years, the organisation has championed the rights of children, women, and families, and supported those living with vulnerabilities or additional needs to build their strength, skills and confidence and create a more positive future. Today The Infants' Home delivers integrated services across Sydney, from its early childhood education and care services in Ashfield to family day care across the greater Sydney region. The Infants' Home is a Child Safe organisation. Every child has the right to be safe, feel safe and be heard. We have zero tolerance for child abuse and protect children from harm in every part of our work.

Purpose of the role

The purpose of the Diploma Qualified Early Childhood Educator role is to create a safe, inclusive and responsive learning environment for children, working closely with families, educators and other professionals. The role plans, delivers, documents and evaluates high quality play-based programs that reflect children's strengths, interests, cultures and learning needs. It also ensures programs meet legislative and service requirements and support children's wellbeing, relationships, learning and development. As a diploma level educator, the role may also provide day-to-day guidance and support to educators, students and volunteers when required, without formal direct report responsibilities.

This Position Description applies to employees engaged on a full-time, part-time or casual basis. A casual employee may accept or decline an offered shift. Once a shift is accepted, the employee performs the duties reasonably allocated for that shift in accordance with this Position Description, The Infants' Home's policies and procedures, and applicable legislative requirements. Duties that depend on ongoing continuity, or that require formal appointment, are allocated only where the Centre Director is satisfied the employee has the necessary knowledge, competence, continuity and authority.

Responsibilities

1. Children, Families and Educational Program

- Build respectful and reciprocal relationships that support each child's safety, dignity, rights, belonging, wellbeing, and learning.
- Use knowledge of child development, the Early Years Learning Framework and contemporary pedagogy to plan, implement and evaluate inclusive, play-based learning experiences for individual children and groups.
- Observe, assess and document children's learning, and use this information, critical reflection and family input to guide future planning. Where engaged on a casual basis, provide a clear handover so that continuity of each child's learning, care and relationships is maintained. Primary

responsibility for focus children and ongoing documentation is allocated only where sufficient continuity can be provided.

- Create environments and use intentional teaching strategies that challenge and extend children's learning, interests and prosocial behaviour.
- Recognise families as partners, communicate openly about each child's learning and development, and respond to concerns or refer them to the Centre Director when appropriate.
- Support children and families during orientation and transitions, including completing transition to school statements for relevant children in accordance with service procedures.
- Work with families, colleagues, allied health professionals and external services to develop and implement agreed goals and inclusive strategies for children.

2. Teamwork and Practice Leadership

- Work cooperatively with colleagues and contribute to a respectful, confidential and strengths-based team culture.
- Model effective pedagogy, intentional teaching and reflective practice and guide educators, students and volunteers within the position's scope and allocated responsibilities.
- Communicate relevant information accurately and promptly and escalate concerns to the Centre Director or another appropriate person.
- Participate in staff meetings, professional development, performance development, reflective practice and approved research activities relevant to the role.

3. Compliance, Safety and Service Operations

- Perform the role in accordance with the Education and Care Services National Law and Education and Care Services National Regulations as they apply in New South Wales, the National Quality Standard, the Early Years Learning Framework, child protection and child safety requirements, and The Infants' Home policies and procedures.
- Maintain active supervision and follow educator-to-child ratio, qualification, recordkeeping, incident, medical management, safe sleep, food safety, hygiene, and emergency requirements relevant to the role.
- Comply with Work Health and Safety requirements, maintain a safe and clean environment, identify hazards, take action within the position's authority and report incidents, injuries, hazards, and unresolved risks promptly.
- Complete mandatory child safety training and any child protection training prescribed for the responsibilities performed and maintain awareness of child protection obligations.
- When formally appointed as the person in day-to-day charge, act as the Responsible Person and perform the associated duties. Appointment as the person in day-to-day charge is not automatic and is made only where the Centre Director is satisfied the employee meets the legislative and organisational requirements and has provided written consent.

Professional Conduct

- Exercise due care, skill and judgement and act at all times in accordance with applicable professional ethics, principles, legislation and standards.
- Act in accordance with the Early Childhood Australia (ECA) Code of Ethics and applicable professional standards.
- Work within The Infants' Home integration model.
- Promote the understanding and application of integrity, inclusion, partnership, excellence, discovery and diversity.

General

- Comply with organisational policies, relevant legislation, privacy requirements, child-safe standards and work health and safety obligations.
- Use the organisation's digital platforms, including Humanforce, Microsoft Office 365 and Xplor/Playground.
- Carry out all reasonable duties, responsibilities and specific tasks related to the role, as well as specific duties allocated by the Head of Children's Services and/or the Chief Executive Officer.

- The Infants' Home reserves the right to add or amend your duties and responsibilities in accordance with changing circumstances and operational needs within the boundaries of your skill and competence. Any such changes may be reflected in changes to your Position Description made at the discretion of The Infants' Home.

Essential Criteria

- An ACECQA approved diploma level education and care qualification or higher, or evidence of meeting all requirements to be recognised as actively working towards an approved diploma level qualification.
- Completion of the mandatory national child safety training (Geccko).
- Completion of an approved NSW child protection training course (CHCPRT025 or equivalent).
- A current first aid qualification (HLTAID012).
- Food Handler Basics Certificate.
- Experience working with children from birth to school age in a team-based Early Childhood Education and Care setting.
- Sound knowledge of the National Quality Framework, the Early Years Learning Framework, child development, inclusive practice and holistic approaches to working with children.
- Ability to plan, document and critically reflect on children's learning and to communicate effectively with children, families, colleagues and other professionals.
- Ability to provide practice guidance, work collaboratively and exercise sound judgement within the position's authority.
- Capacity and willingness to be formally appointed as the person in day-to-day charge and act as the Responsible Person when required.
- Commitment to professional learning, ethical conduct, inclusion and the rights of children.
- Experience working in integrated services or collaborating with allied health and family support professionals is desirable.
- Relevant professional development in early childhood education and care, inclusion or practice leadership is desirable.

Please note, all employees at The Infants' Home are required to have valid working rights in Australia and a current NSW Working with Children Check.

I have read and agree to undertake the duties as outlined:

Name

Signature

Date