



Person Specification Planet-EMC Playground

Role: Level 3 - Level 4 Childcare Educator

- You understand what your responsibilities are and how these contribute to the priorities of Planet-EMC team.
- You consider the varied impact your work have on children and families with different needs and from different backgrounds.
- You gather information from both inside and outside of Planet-EMC to inform your area of working with children.
- You review ways of working with children and their families, and suggest improvements, including how to make full use of new digital technologies.
- You learn new procedures and help your colleagues to do the same.
- You investigate any issues that arise from changes in a suitable way.
- You respond in an effective and appropriate manner when emergencies arise.
- You use guidance and relevant childcare related information and ask colleagues for input to support decision making.
- You identify and deal with any errors or gaps in information before making a decision.
- You consider the diverse needs of children, parents and your team affected your decisions and the impact on them.
- You provide advice and feedback to support your team in making accurate decisions.
- You ask those around you to clarify their decisions when confused and constructively clarify any issues that arise.
- You show enthusiasm for your professional work and take accountability for your childcare role.
- You demonstrate responsibility for your own work and act in a fair, inclusive and respectful way when dealing with others.
- You are considerate and understanding of children, parents and colleagues points of view.
- You understand and support the objectives of Planet-EMC team and partners, and demonstrate consideration of the wider consequences of your own actions.
- You put forward your views in a clear, constructive and considerate manner.
- You use different method of communication for each person on email, telephone call or face-to-face, taking into consideration their individual needs.
- You use plain and simple language for children, being careful to check written work for errors when communicating with children and parents.
- You consider the impact of the language you used on children and stakeholders.



- You remain honest and truthful when explaining your opinions, listen and ask questions to ensure your understanding.
- You proactively contribute to the work of the whole team and remain open to taking on new and different roles.
- You get to know your colleagues and build supportive relationships with parents and carers.
- You listen to alternative ideas and needs, responding sensitively and checking your understanding where necessary.
- You ask for help when you need it and support your colleagues when the opportunity arises.
- You are aware of the need to consider your own wellbeing and that of your colleagues.
- You understand that bullying, harassment and discrimination are unacceptable in any shape or form.
- You identify the gaps in your skills, knowledge and professional development and make plans to develop professionally.
- You listen to and act on feedback to find areas you can develop.
- You share your learnt knowledge and skills with colleagues to contribute to the learning and development of the whole team.
- You are willing to gain a clear understanding of children and families needs and expectations.
- You plan, organise and manage your own time to deliver a high quality childcare service for customer.
- You act to prevent problems by identifying issues, reporting them and providing solutions.
- You keep customers and all colleagues up to date with your progress and Planet-EMC progress.
- You share with customers where to access relevant supportive childcare information.
- You always work with focus and pace to get the job done on time and to a high standard.
- You follow the relevant policies, procedures and rules that apply to the children set out by Ofsted and the Department for Education.
- You use your own knowledge and expertise to organise work.
- You keep focused, take responsibility for the quality of work produced and have a consistent level of personal performance.
- You keep stakeholders updated on how Planet-EMC work is progressing.