



Roles and Responsibilities of Planet-EMC Playground Practitioner and Educator

Teaching Assistant / Level 2 Practitioner: Roles and Responsibilities

- You will help the supervisor/manager prepare activity materials.
- You will set up and tidy the playground area for activities.
- You will work with children to make sure they understand to play gently and kindly.
- You will observe and take note of how children play and interact with each other.
- You will look after children who are upset or need supervision/attention.
- You will lead the playground with help from the manager/supervisor.
- You will interact with all children in the Planet-EMC playground.
- You will feed and change babies/toddlers.
- You will keep play areas clean and safe.
- You will observe and note children's development and share with parents, carers and other when necessary.
- You will help children learn numeracy, literacy, ICT skills through games, singing and storytelling
- Your working environment may be physically and emotionally demanding.
- You will need to wear a comfortable uniform.
- You will have knowledge of child development, safeguarding, health and safety, wellbeing and communication.
- You will support the planning of and deliver activities, purposeful play opportunities and educational programmes.
- You will support children with special educational needs and disabilities.
- You will know how to access workplace policies and procedures and your own responsibilities and accountabilities relating to these.
- You will know how your behaviour can impact on babies and children and influence them.
- You will identify your own responsibilities when following procedures in the work setting for reporting, whistleblowing, protecting and promoting the welfare of children, safeguarding, confidentiality, information sharing and use of technology.
- You will know the importance of reflective practice and continued professional development to improve your own skills and early years practice.
- You will engage in continuing professional development and reflective practice to improve your own skills, practice, and subject knowledge.
- You will use feedback, mentoring and/or supervision to identify and support areas for development, goals and career opportunities.
- You will work with others – parents, colleagues, other professionals
- You will understand the roles and responsibilities of other agencies and professionals that work with and support Planet-EMC playground, both statutory and non-statutory.
- You will know the importance of the voice of the child, parental/carer engagement, the play/learning environment and their roles in early learning.



Roles and Responsibilities of Planet-EMC Playground Practitioner and Educator

- You will work cooperatively with colleagues, other professionals and agencies to meet the needs of babies and young children and enable them to progress.
- You will work alongside parents and/or carers and recognise their role in the baby's/child's health, well-being, learning and development.
- You will encourage parents and/or carers to take an active role in the baby's/child's care, play, learning and development.

Level 3 - Level 4 Educator: Roles and Responsibilities

- You will plan and prepare play activities and materials like arts and crafts, music and cooking.
- You will educate children in the Planet-EMC safe and positive playground environment.
- You will speak and engage with parents and carers about their children's development.
- You will observe children and note down any issues.
- You will work with colleagues on play activities.
- You will help children learn numeracy, literacy, ICT skills through games, singing and storytelling.
- You will ensure Planet-EMC playground provides a suitable environment for the physical, social and emotional development of the children.
- You will feed and change babies/toddlers.
- You will keep play areas clean and safe.
- You will observe and note children's development and share with parents, carers and others when necessary.
- You have responsibility for equipment/resources used in Planet-EMC playground.
- You will provide professional support and supervision for apprentices, students on work experience and college placements.
- You will work in Planet-EMC playground.
- Your working environment may be physically and emotionally demanding.
- You will need to wear a comfortable uniform.

Supervisor/ Manager: Roles and Responsibilities

- You will supervise practitioners, teaching assistants and volunteer helpers.
- You will create a safe and stimulating environment to promote play and learning.
- You will update parents and carers on children's progress.
- You will recruit staff and develop the nursery team.
- You will keep records and create reports.
- You will manage the Planet-EMC playground budget.
- You will make sure safety and child protection regulations are met.
- You will prepare play and learning materials, set up the Planet-EMC playground and organise displays.
- You will ensure Planet-EMC playground provides a suitable environment for the physical, social and emotional development of the children.



Roles and Responsibilities of Planet-EMC Playground Practitioner and Educator

- You will plan play activities and interact with children.
- You will talk to parents and carers about their children.
- You will manage the work of teaching assistance, practitioners and educators.
- You will provide professional support and supervision for apprentices, students on work experience and college placements.
- You will follow safeguarding procedures and work with different professionals.
- You will organise events within Planet-EMC playground.
- You will work and attend meetings and training outside of usual working hours

All Planet-EMC Playground Practitioner and Educator: Duties and Responsibilities

- You will have the knowledge of Planet-EMC playground values, trust, policies and procedures and ensure they are implemented and carried out in an effective and professional manner.
- You will provide quality play and care in line with the National Standards for childcare produced by the governing body Ofsted.
- You will ensure Planet-EMC playground provides a suitable environment for the physical, social and emotional development of the children.
- You will maintain good relationships with parents and carers to comply with Planet-EMC ethos of building positive relationships.
- You will give support and guidance where required.
- You will ensure registers, records of accidents, and any other information required in line with Planet-EMC playground policies and procedures are completed accurately and stored in compliance with policy relating to confidentiality.
- You will take any immediate action required to maintain a safe environment for the children reporting any repairs required to the management team.
- You will administer First Aid as required and ensure all required documentation is in place.
- You will have knowledge of evacuation procedures in the event of an emergency situation arising and demonstrate the ability to organise the process competently. Record the event in line with Planet-EMC playground required documentation and discuss any identified problems with the appropriate personnel.
- You will have knowledge and training of Health and Safety at work and implement any action required in relation to this.
- You will keep Planet-EMC playground environment clean and tidy, encouraging children to be involved and care for their environment.
- You will assist children with their snack ensuring individual dietary requirements are appropriately followed.
- You will ensure that all administration work relevant to your role is accurate and up to date.
- You will ensure all Mandatory training and training specific to the job role e.g. Safeguarding and Paediatric First Aid are complete and updated as required to maintain compliance.



Roles and Responsibilities of Planet-EMC Playground Practitioner and Educator

- You will take part in staff meetings and contribute to the development of Planet-EMC playground setting.
- You will develop good relationships with the children in Planet-EMC playground, focusing on the child as an individual and in groups.
- You will support children and families with additional needs/ child protection concerns and offer support and where appropriate advice parents in relation to childcare issues.
- You will participate as an active member of the team to plan and prepare a variety of age-appropriate activities to enhance the children's play opportunities.
- You will provide development experiences in line with the Early Years Foundation Stage Framework and observe, assess, and take note of children's learning.
- You will be aware of government changes and developments in relation to Early Years care and education and participate in developments of Planet-EMC playground for improvement.
- You will ensure your own professional development is kept up to date; contribute to your annual Continuing Personal Development review.

source: gov.uk; nhs.uk