

JOB OUTLINE

Job title:	District Early Years Adviser
Job ref:	HFL1568
Hours:	37 hours per week (1FTE) or will consider 29.6 hours per week (0.8FTE)
Salary:	FTE £50,000- £55,000
Contract:	Permanent
Reports to:	Shardi Vaziri (Lead Adviser Early Years in Schools – Traded)
Team:	Early Years Team
Location:	Hybrid working, with flexibility required to work across educational settings in Hertfordshire and neighbouring counties, along with occasional visits to Bank House, Stevenage. There is also an opportunity to work up to two days per week at our Head Office in Stevenage, Hertfordshire, if desired.

OUR COMPANY

HFL Education (Formerly Herts for Learning) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HFL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

JOB CONTEXT

The post holder will support head teachers and staff in improving the quality of EYFS, overseeing a group of schools in two districts, using data to inform service design. They will collaborate with the lead adviser to enhance local school support and ensure services positively impact children's outcomes. Additionally, they will develop products, training, and services tailored to schools, settings, and trusts, staying up to date with national changes and research to deliver relevant content digitally on a national scale.

PURPOSE OF THE JOB

- Support school leaders and early years practitioners in raising standards, improving EYFS quality, and maximising pupil achievement.
- Monitor and report on school performance using local and national data to inform engagement and support.
- Keep schools informed on EYFS developments, ensuring HFL remains a leader in school improvement services.
- Lead and design professional development programmes and services tailored to local needs.
- Stay updated on EYFS research and national developments to provide relevant training and improve outcomes for children.
- Drive service success by identifying trading opportunities to maximise income and meet team targets.

MAIN AREAS OF RESPONSIBILITY

- Undertake school visits to assess EYFS effectiveness, provide advice, and plan improvement strategies.
- Oversee school and MAT performance in a designated area, coordinating training and consultancy support.
- Offer high-quality guidance to school leaders to maintain engagement with HFL early years services.

- Lead and design professional development programmes tailored to school needs.
- Ensure EYFS training remains relevant by incorporating national developments and research.
- Collaborate with Primary colleagues to deliver HCC contract and LA funded support for schools with heightened need.
- Support team traded targets by offering training and consultancy, including beyond Hertfordshire.
- Develop new products and services that meet the evolving needs of the early years sector.
- Maximise trading opportunities through training and consultancy to achieve team targets.
- Provide reports demonstrating the impact of work in the district.
- Work with HCC officers and HFL colleagues to support children aged 0-5 in Hertfordshire.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

PERSON SPECIFICATION

Knowledge of:

- Statutory Framework for EYFS and associated non-statutory guidance documents.

Experience of:

- You will be a fully qualified teacher with leadership experience in EYFS.
- You will have successful experience of observing, monitoring and evaluating the quality of teaching and learning, including giving feedback to teachers and practitioners about their impact on children's learning and well-being.

Skills and abilities:

- Demonstrate excellent interpersonal, coaching, communication and presentation skills.
- Strong commitment to improving young children's learning.
- Successful experience in leading professional development and supporting teachers and other practitioners to improve outcomes for pupils
- Full driving license

EQUAL OPPORTUNITIES

HFL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HFL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HFL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

DISCLOSURE AND BARRING SERVICE

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

INTELLECTUAL PROPERTY RIGHTS

It is a contractual requirement of all employees of HFL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.