

Job title:	Early Years Adviser
Job ref:	HFL1320
Hours:	37 hours per week
Salary band:	Band 6 - Starting salary from £46,000 p.a. (pro-rata) based on appropriate skills and experience
Contract:	Permanent
Reports to:	Education Services Director Early Years
Team:	Early Years Achievement
Location:	Head Office – Stevenage with flexibility to travel to schools across Hertfordshire.

Our company

Herts for Learning Ltd (HfL) is the UK's largest schools company. Developed from Hertfordshire Local Authority's education services, the company is now owned and accountable directly to schools, which hold 80% of the shares, and with Hertfordshire County Council (HCC) owning 20% of the shares.

HfL provides trusted, inspirational and collaborative teaching, learning, leadership and business support to schools and education settings in Hertfordshire and beyond. With our not-for-profit ethos at the heart of what we do, we are dedicated to raising standards and improving teaching and learning, we work closely with schools to ensure that our products and services meet their continually changing needs.

Job context

This post is chiefly concerned with raising standards of achievement for children by improving the quality of provision in EYFS. Duties will include regular contact with schools and other settings through local networks, and visiting schools (including those causing concern) to improve the quality of practice and provision.

The post-holder will be expected to provide support and challenge to head teachers, and staff on current issues related to the learning, development and well-being of children 0-5. They will be expected to support the process of structured self-evaluation and action planning, to provide clear and succinct notes of visit, feedback to head teachers and senior managers to enable them to sustain or improve quality.

The post-holder will be expected to take part in professional development, write reports and prepare documentation when required.

Purpose of the job

To raise standards of achievement in Early Years Foundation Stage in schools and settings in Hertfordshire in order to promote the achievement and well-being of children.

- Undertake the EYA advisory role for a double district area of Hertfordshire (defined at the discretion of the line manager) working with schools, local networks, settings and children's centres
- Work closely with the Early Years Team to develop new strategies to raise achievement for all children in Hertfordshire
- Use data to monitor quality of EYFS and childcare provision and outcomes for children and target advice accordingly to achieve good outcomes for all children 0-5
- Support the leadership and management in Early Years settings including in schools, develop programmes of improvement and deliver training that includes induction of NQTs in EYFS
- Develop, deliver and evaluate in-service training
- Identify and disseminate good practice across Hertfordshire

Main areas of responsibility

- Maintain regular and close contact with early years providers including PVI settings, children's centres and schools in order to provide advice, support and guidance to leaders and practitioners in relation to quality, outcomes for children, improvement planning, organisation and management.
- Contribute to the writing, delivery and planning of the early years training programme.
- Undertake the duties of an early years adviser across a double district, planning improvement strategies and brokering relevant support in liaison with your line manager and other appropriate colleagues.
- Ensure that local networks are sustained and built upon to facilitate information sharing, champion the needs and entitlements of children 0 – 5 years and seize opportunities to broker additional work.
- Maintain an overview of current local and national best practice in early years teaching, learning and curriculum development. Disseminate that practice to early years settings and schools.
- To maximise trading opportunities and contribute to the achievement of the early years team traded target through training and consultancy. This includes undertaking agreed activities beyond Hertfordshire.
- Ensure that customers stay with HfL for traded early years training and consultancy services. Increase the number of new customers engaging in

early years services by providing high quality customer service and developing local programmes and projects.

- Identify and broker appropriate support for early years in schools causing concern and on early alert lists and routinely evaluate its impact.
- Support the development of new products and services that meet the needs of the early years market.
- Contribute to planning and evaluation activities across the team and the service. Including evaluating the impact of your own work and using district assessment information to inform actions to improve outcomes for children across the county.
- To provide written reports as appropriate in line with service level agreements.
- Where relevant work with HCC officers, other HfL employees and advisers in serving the best interests of children aged 0 - 5 years 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.

Equal Opportunities

HfL is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

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.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

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.

Person specification

Please provide a supporting statement outlining why you are applying and how you meet the criteria below;

- You will be a fully qualified, outstanding teacher with substantial experience in EYFS.
- Explain how you demonstrate a strong commitment to improving young children's learning.
- Have successful experience in leading professional development and supporting teachers and other practitioners to improve outcomes for pupils.
- Have an excellent knowledge of the Statutory Framework for EYFS, Development matters, Early Years Outcomes and EYFS assessment.
- Demonstrate excellent interpersonal, coaching, communication and presentation skills.
- Explain your successful experience of leadership and management in a school and proven skill in implementing change and development 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.

Please take time to consider each point above to evidence how you would demonstrate these skills within the EYA role or how you have done so in previous roles.

For an informal discussion regarding the role, please contact Mireille MacRaid on 07990 774310.

APPLICATION PROCESS

Please download and complete the HfL application form along with the supporting statement, explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HfL team.

To submit the application or to discuss any recruitment queries please email hfl.recruitment@hertsforlearning.co.uk or contact our Central Recruitment Team on 01438 843465.

Closing Date: Monday 9th January 2020

Interview Day: Thursday 23rd and Friday 24th January 2020

Start Date: Spring Term