

<b>Job title:</b>	Senior Early Years Adviser
<b>Job ref:</b>	HFL1342
<b>Hours:</b>	37 hours per week
<b>Salary band:</b>	Band 6 – circa FTE £59,000 – Negotiable based on appropriate skills and experience
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Education Services Director Early Years
<b>Team:</b>	Early Years Achievement
<b>Location:</b>	Head Office – Stevenage with flexibility to travel to schools across Hertfordshire.

## Our company

Herts for Learning (HfL) 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

Providing challenge and support to Early Years providers across the sector. Working as a Nursery School Hertfordshire Improvement Partner and manager of Early Years advisers your duties will include regular contact with schools and settings through local networks and school visits (including those causing concern) to improve the quality of practice and provision. You will advise schools and settings across the county through consultancy and training. In addition, you will lead and collaborate with other advisers on school improvement initiatives.

## Purpose of the job

- To raise standards of achievement in the Early Years Foundation Stage in schools and settings in Hertfordshire
- To maintain and communicate a passion for school improvement, maximising opportunities for all, narrowing the achievement gap for vulnerable pupils and disseminating good practice across Hertfordshire
- Use local and national data sets to monitor the quality of EYFS and childcare provision in Hertfordshire

- Work with colleagues in developing new strategies and initiatives to raise achievement for all children
- To maintain an overview of developments in the EYFS, ensuring schools and settings are well informed and that HfL maintains its position as a cutting-edge provider of school improvement services
- To ensure the future of the service by identifying and undertaking trading activities, maximising income and contributing to a team traded target.

## **Main areas of responsibility**

- Undertake the duties of an Early Years adviser overseeing the effectiveness of the EYFS in a group of schools, area or district, planning improvement strategies and brokering appropriate support.
- To act as a Nursery School Hertfordshire Improvement Partner (HIP) or adviser to support head teachers and governing bodies in effective school improvement through an agreed evaluation and improvement programme.
- Work collegiately with senior EYAs to provide leadership within the team and beyond in a specific area or areas to be agreed.
- Maintain an overview of current local and national best practice in leadership, management, teaching, learning and curriculum development and to disseminate that practice to schools and to officers in the local authority
- Work with Primary colleagues to identify and broker appropriate support for early years in schools causing concern and on early alert lists and routinely evaluate its impact.
- To maximise trading opportunities and to contribute to the achievement of a team traded target through training and consultancy. This includes undertaking some agreed activities beyond Hertfordshire.
- 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.
- Contribute to planning and evaluation activities across the team and the service.
- Engage with and inform members and other local politicians as required.
- Attend OFSTED feedback meetings for Nursery schools with external HIPs if necessary.
- Liaise with the Chairs of Governors and Education Service Director to secure interim Nursery school headship arrangements as needed.
- To participate and support in leadership appointments (as the HCC representative in maintained nursery schools).

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;

### **Knowledge, Experience & Qualifications**

- First degree and/or relevant teaching qualification
- Experience of successful senior leadership within school and the private, voluntary and independent early years sector, Including the effective use of self-evaluation to improve achievement and/or successful experience as an adviser
- The ability to analyse, interpret and use a wide range of data and information on schools, settings and children's learning
- Experience of making and supporting operational and budgetary decisions.
- Detailed knowledge of the EYFS statutory requirements and what constitutes effective teaching and learning across the EYFS

### **Equal Opportunities**

- Evidence of a commitment to equal opportunities and anti-discriminatory practice

### **Skills and abilities**

- High quality communication skills, both written and oral
- High quality presentation and training skills
- An ability to support a range of early years settings, including those in challenging circumstances

- An ability to prioritise and organise one's own workload
- Effective team skills – the post holder will need to work well as part of a leadership team
- An ability to make a significant contribution to the traded income of the team
- A high level of problem solving and creative thinking skills
- ICT skills, insofar as they are necessary to carry out the core tasks of the job.

### **Personal Qualities**

- Ability to establish productive relationships, offer support and listen actively
- Strong interpersonal skills and the ability to gain the confidence of senior colleagues
- Demonstrable passion for high quality early years provision and improving the life chances of young people in Hertfordshire schools and settings
- High professional standards, strong moral purpose, authority, credibility and integrity.

### **Special Requirements**

- The ability to travel to all parts of the county to undertake duties.

### **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.

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

To submit the application or to discuss any recruitment queries please email [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) .

**Closing Date:**            **Friday 21<sup>st</sup> August 2020 at midday**

**Interview Date:**        **Wednesday 26<sup>th</sup> – Friday 28<sup>th</sup> August 2020 (Exact date TBC)**

**Start Date:**              **Monday 4<sup>th</sup> January 2021**