

Job title:	Early Years Consultant
Job ref:	HFL1412
Hours:	37 hours per week
Salary band:	Band 6 – Starting salary FTE £42,000 p.a (plus excellent pension scheme and benefits)
Contract:	Permanent
Reports to:	Early Years Consultant
Team:	Early Years
Location:	Remote working with flexibility required to work across educational early years settings in Hertfordshire, and neighbouring counties with an opportunity to work up to 2 days per week in our Head Office in Stevenage, Hertfordshire if desired.

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

This post is chiefly concerned with raising standards of achievement for children by improving the quality of provision in Early Years Foundation Settings (EYFS). Duties will include regular contact with private, voluntary and independent settings and schools through regular contact, visiting settings and delivering high quality training to improve the standards of practice and provision.

The post-holder will be expected to provide support and challenge to leaders and practitioners on current issues related to the learning, development and well-being of children 0-5; to support the process of structured self- evaluation and action planning; and to provide clear and succinct notes of visit and feedback to senior managers to enable them to sustain or improve quality. They will need strong organisational skills and ability to analyse and use a range of data sets to inform their work.

The post-holder will be expected to take part in professional development, keep update with research and abreast of local and national issues that influence work with the early years sector.

Purpose of the job

To raise standards and performance in the settings they are supporting, contributing to the achievement and well-being of children in Hertfordshire and beyond through training, workforce development, and professional dialogue.

Main areas of responsibility

- Undertake the EY consultancy role for a double district area of Hertfordshire (defined at the discretion of the line manager) working with private, voluntary and independent Early Years registered settings and schools.
- Work closely with other members of 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
- Apply early years knowledge to the development and evolution of services and products to maximise reach and the impact of the team's work.
- Support the leadership and management in Early Years settings, develop programmes of improvement and support CPD in EYFS
- Develop, deliver, and evaluate high quality early years training
- Identify and disseminate good practice across Hertfordshire, underpinned by evidence-based research and theories

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, particularly in light of the current Covid-19 situation.

Person specification

For the supporting statement please state why you are applying and take time to consider each point below to evidence how you would demonstrate these skills within the EYC role or how you have done so in previous roles:

Qualification:

- You will be a fully qualified teacher or Early Years Professional equivalent with substantial experience in leading within an EYFS setting (preferably in an Ofsted graded good or outstanding or with evidence of driving substantial improvement).

Knowledge:

- Have an excellent knowledge of the Statutory Framework for EYFS, and relevant non-statutory documents
- Up to date knowledge of the Ofsted requirements
- Current knowledge and awareness of research that is relevant to improving standards across the early years sector and children's life chances
- Clear understanding of effective inclusive practice that promotes equality and diversity

Experience of:

- Leading teams to improve professional development that impacts on children's outcomes and readiness for their next stage in learning
- Using different data sets to inform changes to practice
- Working a wide range of different stakeholders and building positive relationships
- Presenting and delivering key messages.
- Working on a project from inception to successful delivery

Skills and abilities:

- Managing and driving change
- Communicating clearly and succinctly
- Assimilate information quickly and accurately to inform work and key messages to stakeholders
- Demonstrate a strong commitment to improving young children's learning and the impact this has had on standards and achievement
- Build effective working relationships that keep children and the sector's interests at the core
- Excellent interpersonal, coaching, communication, and presentation skills
- Competent in all written communication and use of IT systems (outlook 360, MS teams, Excel) and quickly able to adapt to learning new systems
- Efficient organisation, time management and ability to work to deadlines

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 [Black Lives Matter 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.

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.

APPLICATION PROCESS

For an informal discussion regarding the role, please contact Dawn Macdougall on 07741 500428 or email dawn.macdougall@hertsforlearning.co.uk

To apply, 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.

As part of our move towards eradicating unconscious bias within the recruitment process, we ask that you follow the guidance stated in the application forms and submit these in a word format to enable your application to be anonymised.

To help HfL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HfL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

To submit your application or to discuss any recruitment queries please email our Central Recruitment Team on hfl.recruitment@hertsforlearning.co.uk or 01438 544439.

Closing Date: Friday 25th March at midday

Interview Date: Tuesday 5th April 2022 in Stevenage