

## **JOB DESCRIPTION**

**Job title:** Early Years Adviser (Schools)  
**Directorate:** Education  
**Service:** Peoples Services  
**Reports to:** Senior Adviser Quality Improvement  
**Grade:** P3  
**Location:** Mobile / Sunley House, Papworth  
**Hours:** Full-time

### **Job Purpose:**

To contribute to the improvement of educational provision and standards in early years by:

- Providing effective support and challenge in reception classes in maintained, Academy and Independent schools
- Working within reception in schools to enhance early years practice and capacity
- Ensuring that schools are aware of, and purchase, the early years membership and training offer.
- Developing, offering and delivering training courses in response to sector needs.
- Ensuring that the impact of such actions is evaluated and adjustments made as necessary.

### **Principal Accountabilities:**

- To support, advise and guide schools who purchase membership and/or training providing action planning/guidance with a focus on securing quality provision
- To support Headteachers/early years leaders and teachers with planning, problem solving, communication and improvement
- Provide effective CPD and networking opportunities
- To lead on delivery of early years training and professional development for school in order to secure the necessary improvements in early years teaching and learning

- Design and deliver CPD for leaders, teachers and practitioners on learning and the priorities to secure and sustain good practice
- Lead on pedagogical approaches to support staff on teaching developments
- To contribute to EY Schools Team planning and alert line managers to any new or developing concerns.
- Monitor and evaluate and write reports on the take up of membership and training impact
- To contribute to the development of practice support in relevant areas, at the discretion of the Senior Adviser
- To support schools to provide inclusive and appropriate education for children in vulnerable groups, including, but not limited to, SEND and EYPP.
- To keep abreast of local, national and international policy, practice and research in relation to schools. Ensure knowledge of intervention and policy is effectively communicated to the Directorate
- To undertake any other such duties as may reasonably be required by the Senior Adviser

### **PERSON SPECIFICATION**

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

#### **Education, Qualifications & Training**

##### Essential:

- Degree or equivalent.
- Qualified Teacher Status

#### **Knowledge & Experience**

##### Essential:

- Excellent understanding and knowledge of school/setting improvement processes and strategies.
- Good understanding of early years principles and practice
- Excellent understanding of the EYFS
- Good knowledge of how to interpret performance data.
- Knowledge and understanding of effective planning processes.
- Knowledge and understanding of effective monitoring and evaluation

processes

- Successful experience of leading the work of others in a school or Local Authority setting
- Expert knowledge and understanding of subject area
- A knowledge and understanding of the contribution of continuing professional development to school/setting improvement
- Successful experience as a teacher or practitioner, including, long-term planning, planning the curriculum, assessment and school/setting self-evaluation
- Successful experience of planning, designing and delivering training and development opportunities for teachers/practitioners and/or support staff
- A knowledge of ICT and how it can transform learning
- A thorough understanding of the issues relating to partnership working and the ability to contribute to their resolution

### **Skills & Attributes**

#### Essential:

- Leadership skills - the ability to lead and manage a subject specific area of responsibility
- Planning and organisational skills to manage a wide range of varied demands
- Communication and interpersonal skills
- Facilitation and adult trainer skills to lead, coordinate and support a wide range of activity
- Coaching and mentoring skills to support subject leaders and class teachers in targeted schools
- Problem solving to meet a range of challenges
- Customer focus to understand and meet the needs of teachers and support staff in Cambridgeshire's schools
- Team skills
- Good ICT skills

### **Special Requirements**

#### Essential:

- The post holder will need to be able to travel to appointments in schools any part of the county. Some evening and weekend work will be required