

## Early Education Associates recruitment information pack

### Introduction

Early Education's Associates programme is widely recognised as having pedagogically sound principles that support the professional development of early years practitioners working in maintained, private, voluntary, independent, and home-based settings.

The Associates programme was established to further realise the charitable aims and objectives of Early Education, to support both strategically and practically, the training, professional development, and mentoring needs of multi-professional teams to work with the parents, families, and friends who support each child to learn effectively.

Early Education Associates are all well-qualified, experienced early childhood education specialists. They share their knowledge and expertise to develop and inspire daily practice with children and families and to support the strategic development of early years' services. This includes timely, relevant, and tailored solutions for schools, early childhood settings, and local authorities. For more information about the Early Education Associates programme visit [www.early-education.org.uk/consultancy-bespoke-training](http://www.early-education.org.uk/consultancy-bespoke-training)

### Recruiting new Early Education Associates

The programme was launched in January 2011 with a group of founding Associates. Year-on-year analysis shows that we are working with an increased number of schools, settings, and local authorities. We wish to recruit more Associates to meet the demand for training and professional support that we are being asked to deliver in all parts of the UK, on all aspects of early childhood education.

We are particularly keen to recruit Associates in Scotland and Wales, and in the north of England, to enhance our ability to provide affordable training in those areas. We welcome applicants from potential Associates wherever they are based with knowledge of the curriculum frameworks in Scotland, Wales, and Northern Ireland.

We are happy to consider applications from trainers and consultants with expertise in any area of early childhood education, but the following areas are ones we would flag in particular as being areas of high demand:

- Adult and child led learning
- Creativity
- Emerging literacy (to include early reading and early literacy)
- Emotional development
- Equality (particularly gender)
- ICT
- Key persons approach
- Mathematics
- Phonics
- Physical development
- Two year olds (including the progress check at two)
- Transitions in the EYFS
- Wellbeing

We are also interested in recruiting Associates with a demonstrable track record in supporting those working in home-based early education settings.

## **Being an Early Education Associate**

Early Education Associates benefit from a formal relationship with the organisation. Early Education Associates are recognised as having pedagogically sound principles that support the professional development of early years practitioners. As an Associate, you will benefit from the marketing and increased profile of the Early Education Associates programme which we are sure will offer you a number of interesting professional opportunities as the number and range of settings that Early Education engages with grow.

We have the expectation that Early Education Associates are Members of the organisation, so that each Associate understands our approach and ethos, and that this is reflected in their work. We ask that Associates reflect the spirit of, and promote in the course of their work, our 'Code of Ethics', that underpins all that we do: [www.early-education.org.uk/ethics-principles](http://www.early-education.org.uk/ethics-principles).

## **How the Early Education Associates programme works**

Commissioners contact Early Education through the website or by email or telephone, usually with either an Associate in mind, or with a theme or topic for training. Where a commissioner requests an Associate or particular course by name, we always approach that Associate first. If the requested Associate is not available, we follow the approach below.

Where a topic is requested for training, we ascertain the aim of the training, the number of people to whom it will be delivered, and the date and location of the training. We then identify which Associates have the relevant expertise, skills, and topic knowledge and by email, establish their interest in the commission and their availability. If more than one Associate is available and interested in the work being offered, we provide the commissioner with a summary of the Associates' skills and topic knowledge. In these instances, the final choice of Associate is left with the commissioner.

In the current economic climate, many local authority commissioners have limited budgets to cover costs such as travel and accommodation. Consequently, there are occasions where the geographical location of the Associate in relation to the commissioner is a factor in their decision.

- **Fees**

Early Education liaises with all Associates individually with regard to their fees for daily training and professional development work undertaken on behalf of Early Education. There is an increasing amount of competitive tendering being required to commission training and professional development support and Associates are reminded to keep this in mind when fixing their fees.

On occasion, we are asked to undertake multiple day or longer term 'project work' with central and local government as well as other charitable funders. Rates for these pieces of work undertaken through Early Education are negotiated and fixed in advance with each Associate on a project-by-project basis.

Where Associates are commissioned to write publications for Early Education, this is done on a one off, fixed fee basis. A separate publishing contract is also issued to the author that establishes copyright.

- **Expenses**

Unless the Commissioner has any additional requirement in relation to the payment of expenses, the following applies.

In the event that accommodation is required in order to deliver commissioned training and professional development or project work, this may be booked by us on the Associate's behalf if

requested, or reasonable costs will be reimbursed at the time of payment of the fee providing that receipts relating to the accommodation and subsistence are submitted.

Costs of travel to and from the venue are reimbursed to the value of the advance purchase standard class return rail fare from your usual place of residence. If using your own vehicle you will be reimbursed for the return journey from your usual place of residence at the HMRC rate. Receipts will be required for all travel costs claimed. Wherever possible, Early Education liaises with the Associate to arrange accommodation and travel in advance so that these can be cleared with the client when necessary.

**To apply:**

To apply, please write a letter of application, of no more than three sides of A4, giving details of your particular areas of expertise and illustrating your experience against the Associate role specification. To support your letter of application, please also submit a CV, and provide us with a range of course outlines that you could run with a supporting sample handout for one of these courses. Applications must be submitted electronically and should be emailed to [associates@early-education.org.uk](mailto:associates@early-education.org.uk)

**We aim to review applications on a quarterly basis, at which time a decision will be made about interview dates.**

*Unfortunately, it will not be possible for Early Education to meet the travel costs of candidates. Those candidates invited to interview will be asked to present a 20 minute 'training session' on an area of expertise to the interview panel.*

## Associate role specification

The role specification of an Associate covers a wide range of skills and expertise. Not all are essential but it is worth noting that the majority of the work that is commissioned through our Associates programme is to support practitioners working in the early years to improve their pedagogical understanding and practice through the following forums.

- Training days & half days
- Workshops
- Keynotes
- Seminars
- Twilight Sessions

We are seeking individuals with some of the following experience, skills and qualities to join our already diverse group of Associates:

- Current and up-to-date knowledge of effective early childhood education practice and pedagogy.
- Experience working directly with children in an early childhood education setting
- Management or lead practitioner experience in early childhood education schools and settings
- An established track record in training adults
- Experience mentoring and advising settings and practitioners
- Experience of managing projects
- Experience of and the ability to write articles or publications
- Problem-solving skills
- IT skills
- Excellent time management and organisation skills
- Ability to multi-task
- Ability to prioritise
- Ability to work independently
- Effective oral and written communication and presentation skills
- The ability to be flexible and listen and adjust training based on information gained in the course of delivering prepared training

### **Associates in the course of a commission are typically required to:**

- Plan and prepare training sessions
- Deliver training and presentations to large and small groups of learners from a range of backgrounds and abilities with varying levels of qualifications, experience and understanding.
- Deliver training and presentations to practitioners engaged in full-day, half-day or evening sessions
- Demonstrate a knowledge and understanding of up-to-date early education statutory requirements, policy and best practice.