

## **Early Education Associates recruitment information pack**

### **Introduction**

Early Education's Associates programme is widely known and respected for the depth of our Associates' knowledge and experience. It is also recognised for its principled and pedagogically sound approaches 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 help deliver the aims and objectives of the charity to raise the quality of early childhood education. It provides strategic and practical support through consultancy and bespoke professional development, coaching and mentoring for early years practitioners. It aims to equip practitioners to work more effectively with children and the adults around them.

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**

Our Associates programme has been running since 2011. We have a rolling programme of recruitment to meet the demand for training and professional support that we are commissioned to deliver across the UK and overseas, 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 keen to increase the diversity of our pool of trainers, and therefore encourage men and people from minoritised ethnic communities to apply as they are currently under-represented.

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 as being areas of particularly high demand:

- Adult and child-led learning and adult-child interactions
- Coaching and mentoring
- Early years leadership
- Emerging literacy (to include early reading and early literacy and principled approaches to phonics)
- Personal, social, and emotional development
- Inclusion and equality (particularly gender)
- Mathematics
- Outdoor learning
- SEND
- Transitions in the EYFS
- Quality improvement support

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**

We expect Early Education Associates to be members of the organisation prior to applying, 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, which underpins all that we do: [www.early-education.org.uk/ethics-principles](http://www.early-education.org.uk/ethics-principles).

As an Associate, you will be part of a group of trainers and consultants who share pedagogically sound principles and approaches, as well as part of the wider Early Education community. You will benefit from the opportunities for work which we generate through our extensive contacts and as a result of our reputation for high quality delivery.

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

Commissioners contact Early Education usually with either an Associate in mind, or with a theme or topic for training or consultancy. Where a commissioner requests an Associate or one of their sample courses 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 each Associate's expertise and their proposal. In these instances, the final choice of Associate is left with the commissioner.

### **Fees and expenses**

Early Education liaises with all Associates individually with regard to their fees and expenses for 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 longer term project work with clients. 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.

**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 (on page 4). To support your letter of application, please also include:

- a current CV
- a range of sample course outlines
- a sample handout.

Applications must be submitted electronically 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.**

*Interviews will take place in-person or virtually. For in-person interviews, 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 sample 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. We are seeking individuals with some of the following experience, skills, and qualities to join our already diverse group of Associates:

### Essential

- Current and up-to-date knowledge of effective early childhood education practice and pedagogy and how to relate these to relevant national frameworks
- The ability to make links between current research evidence, pedagogy, and practice
- Experience working directly with children in an early childhood education setting
- Experience of managing or leading in an early childhood education setting
- An established track record in training adults
- The ability to be flexible and reflective within the course of delivering prepared training to meet the needs of all learners
- The ability to create professional, high quality training materials including slides and handouts to support learning
- Competence in delivering training via online platforms (usually Zoom or Teams)
- Effective oral and written communication and presentation skills.
- Excellent time management and organisation skills, including the ability to multi-task and prioritise where appropriate
- Ability to work independently and as part of a team

### Desirable

- Experience of coaching and mentoring
- Experience of quality improvement support to settings and practitioners
- Experience of managing projects
- Experience of and the ability to write articles or publications
- Research skills and report writing

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

- Plan and prepare bespoke training sessions or consultancy support
- Deliver training and presentations to groups of learners of various sizes, from a range of backgrounds and abilities, with varying levels of qualifications, experience, and understanding.
- Effectively communicate and show the relevance of current statutory requirements, policy, and best practice.

Associates may be commissioned to deliver the following, either in-person and virtually:

- Bespoke courses – full days, half-days, and twilight sessions
- Conference keynotes and workshops
- Quality improvement support including coaching and mentoring
- On-going consultancy support projects including reviews of provision