

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. We are commissioned by schools, early childhood settings, local authorities, national government, sector organisations, and international contacts to deliver bespoke training and consultancy solutions. For more information about the Early Education Associates programme visit: 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 welcome applicants from potential Associates wherever they are based with knowledge of the curriculum frameworks in England, Scotland, Wales, and Northern Ireland. Applications would be particularly welcome from Scotland and the North of England.

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, these are reflected in their work, and they can act as an ambassador for the organisation.

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.

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.

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 complete our application form giving details of your particular areas of expertise and illustrating your experience against the Associate role description and person specification below. To support your letter of application, please also include:

- a range of sample course outlines
- a sample presentation and supporting handout.

Applications must be submitted electronically to 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.

Role description

Early Education Associates are a bank of freelance consultants who we contract to deliver continuing professional development (CPD) and projects for Early Education, and commissioned training, consultancy, and other work for our clients. The principle aim of the Associates programme is to support practitioners working in the early years to improve their pedagogical understanding and practice.

When working for Early Education, Associates are expected to:

- share our mission and embody our values and principles
- enhance and extend our reputation for expertise and excellence in the field of early childhood education
- act as ambassadors for the charity, raising awareness of its work.

Associates delivering training are typically required to:

- Plan and prepare bespoke training sessions
- 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
- Tailor their delivery to suit online, in person or hybrid delivery, and to the length of the course programme (eg full day, twilight or multi-session) and the format (conference keynote, workshop, etc)

Contracted work may also include delivering and managing quality improvement support, providing coaching, or undertaking consultancy or research or reviews of provision.

Person specification

Criteria	Method of assessment
Essential	
1. Current and up-to-date knowledge of effective early childhood education practice and pedagogy and how to relate these to at least one of the UK nations' frameworks	Application form, handouts/course outlines, presentation/interview
2. The ability to make links between current research evidence, pedagogy, and practice	Application form, handouts/course outlines, presentation/interview
3. Experience working directly with children in an early childhood education setting	Application form
4. Experience of managing or leading in an early childhood education setting	Application form
5. An established track record in training adults	Application form, presentation/course outlines
6. The ability to be flexible, responsive and reflective within the course of delivering prepared training to meet the needs of all learners	Presentation/Interview

7. The ability to create professional, high quality training materials including slides and handouts to support learning, with appropriate use of supporting materials and tools	Handouts/course outlines, presentation/interview
8. Competence in delivering training via online platforms (usually Zoom or Teams)	Application form, presentation/interview
9. Effective oral and written communication and presentation skills.	Application form, handouts/course outlines, presentation/ interview
10. Excellent time management and organisation skills, including the ability to multi-task and prioritise where appropriate	Application form, presentation/interview
11. Ability to work independently and as part of a team	Application form, presentation/interview
12. Commitment to the aims and values of Early Education	Application form, presentation/interview
Desirable	
13. Experience of coaching and mentoring	Application form, presentation/interview
14. Experience of quality improvement support to settings and practitioners	Application form, presentation/interview
15. Experience of managing projects	Application form, presentation/interview
16. Experience of and the ability to write articles or publications	Application form, presentation/interview
17. Research skills and report writing	Application form, presentation/interview