

## NDNA Associate Personnel Specification

Criteria	Identified by
<b>QUALIFICATIONS</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Minimum full and relevant Level 3 in Early Years, or equivalent</li> <li>• PDA Level 9 (Scotland)</li> <li>• BA in Childhood Practice (Scotland)</li> <li>• English and Maths, minimum GCSE Grade 4 (Grade C)</li> <li>• Certificate in training practice, e.g. CertEd, PCET, PTTLS, AET, PGCE, TQFE, Diploma in education and training, or equivalent</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Level 4 certificate/diploma in Advanced Practitioner (early years)</li> <li>• Level 5 diploma in Leadership and Management (early years)</li> <li>• Level 6 teaching in early years qualification, e.g. QTS, EYTS or EYPS</li> <li>• Advanced Safeguarding for Designated Safeguarding Leads (or equivalent for nation)</li> <li>• EY SENCo (or equivalent for nation)</li> <li>• Coaching and/or mentoring</li> <li>• A1/D32/33 – Assessor’s award</li> <li>• D34 – Verifier’s award or equivalent</li> <li>• TAQA – New assessor’s award</li> </ul>	CV
<b>RELEVANT EXPERIENCE</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Minimum 3 years working in the early years sector in a high quality setting (as identified through inspection outcomes)</li> <li>• Minimum 3 years leading practice in an early years setting, or in a managerial position</li> <li>• Recent practice in an early years setting (within the last 7 years)</li> <li>• Minimum 1 year training (delivery and/or design)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Current/former EY Ofsted inspector, or trained EY Ofsted inspector, but never undertaken inspection work (or equivalent for nation)</li> <li>• Assessed quality assurance schemes for internal or external bodies</li> <li>• Held Designated Safeguarding Lead role (or equivalent for nation)</li> <li>• Held SENCo role (or equivalent for nation)</li> </ul>	CV Interview

SKILLS & ABILITIES	Identified by
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to deliver successful training (face-to-face and/or online) through effective engagement of learners</li> <li>• Ability to adapt training to suit audience and requirements</li> <li>• Strong organisational skills</li> <li>• Strong interpersonal skills, demonstrated through writing and verbal communication</li> <li>• Ability to work independently and manage own workload</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Effective coaching skills</li> <li>• Ability to provide expert advice in curriculum, leadership, SEND, workforce development, safeguarding (or nation equivalent)</li> </ul>	<p>CV Interview</p>
KNOWLEDGE	Identified by
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Strong early years pedagogical knowledge</li> <li>• Strong knowledge of statutory requirements linked to the curriculum and regulatory body for your nation</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of safeguarding requirements (in relation to statutory requirements for nation)</li> <li>• Operational understanding of workforce deployment, leadership oversight and consistent practice</li> <li>• Health and safety in relation to early years premises</li> </ul>	<p>Interview</p>
OTHER REQUIREMENTS	Identified by
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Able/willing to travel</li> <li>• Able/willing to undertake training as required by NDNA to carry out duties effectively</li> <li>• Maintain professional standards and represent NDNA values</li> </ul>	<p>Interview</p>