



National Day Nurseries Association

**★ Brighter thinking
for early years**

Job Description Early Years Advisor (Champions Programme)

Responsible to:	Early Years Advisor (Deputy Champions Lead)
Location:	Hybrid or Home Based
Salary:	Band D
Contract:	Temporary until 31 December 2028 (subject to contract)
Hours:	37 hours per week (with flexibility to allow for evening and occasional weekend work)

National Day Nurseries Association (NDNA) is the national charity and membership association representing children's day nurseries across the UK, giving them information, training and support, so they can provide the best possible care to young children. NDNA is the voice of the day nursery sector, an integral part of the lives of nearly one million children and their families. NDNA works with local and national government to develop an environment in which quality early years education and care can flourish.

Main purpose of the job

The postholder will support the contract delivery of NDNA's Champions programmes, ensuring contract milestones are met. The Champions programmes are online professional development programmes designed to support early years settings to drive continuous improvement and increase high standards in early education for children from birth to five years, in line with NDNA's mission to promote quality in early years for UK and international customers.

Working closely with other early years Advisors, delivery partners, managers and cross teams, the post holder will be responsible for the delivery of Champions programmes.

The post holder will work with the private, voluntary, maintained and independent sectors, and school provision providing advice and support relating to Champions programmes that enable practitioners within nursery settings with practice improvement resulting in better outcomes for children.

Main duties

- Provide support to cohorts of early years practitioners (Champions) who embark on the Champions professional development programmes, enabling them to review and improve practice
- Deliver live virtual training to Champions as per programme requirements
- Mentor and coach Champions to enable successful completion of programme steps and to implement learning
- Aid in the development, review and maintenance of Champions programme materials and resources
- Provide one to one advice and support to early years providers via;

- Phone/Email/Microsoft Teams, Champions Facebook and Instagram pages, Champions website, newsletters, briefing papers, blogs, and contribute to the development of content to support the sector
- Work with the project manager to support the execution, delivery, management and achievement of all milestones within specific time constraints
- Collate data and report on progress of programme completion to manager as required
- Develop and maintain effective partnerships and relationships to enhance and promote NDNA's Champions programme and other activities that support NDNA's long-term sustainability
- Work with internal teams and other Early Years Advisors to ensure targets are met
- Support the development and delivery of practice content
- Advise and support management team and colleagues on policy issues and strategies relating to the childcare sector specifically surrounding children's maths, speech, communication and language development
- Represent NDNA at external meetings and consultation events as requested by management
- Contribute to the development and delivery of the business plan
- Maintain practical experience within a childcare setting
- Engage in reflective practice both individually and as a team
- Attend meetings as required
- Reporting progress to line manager, project manager and SMT as required
- Achieve own annual KPI's and assist wider teams to achieve organisational objectives

Any other duties reasonably requested by line management and commensurate with the level of the post.

In carrying out the duties and responsibilities set out within the job description and in the context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with NDNA's policies and procedures. This principle applies equally to all aspects of the role including any responsibilities relating to the provision and development of services.



**Personnel Specification
Early Years Advisor (Champions Programme)**

Criteria	How to be Identified
<p>Qualifications</p> <p>Essential</p> <ul style="list-style-type: none"> • GCSE English and Maths • Educated to degree level/early year’s teacher specialising in children’s speech, communication, language and mathematical development or equivalent in early years <p>Desirable</p> <ul style="list-style-type: none"> • A Level English and Maths 	CV / certificates
<p>Skills and Abilities</p> <p>Essential</p> <ul style="list-style-type: none"> • Using sound research based evidence to develop written material • Training and people development skills • Ability to work collaboratively, build and maintain professional working relationships • Excellent verbal and written communication skills • Ability to prioritise own work activities and manage online calendar • Work with people in different settings/organisations • IT capabilities with Microsoft Office Suite <p>Desirable</p> <ul style="list-style-type: none"> • Identify change, review services and initiate product development in response to sector needs • Manage, monitor, evaluate and revise quality process • Design, implement and monitor systems and procedures 	CV / Task/ Interview
<p>Knowledge</p> <p>Essential</p> <ul style="list-style-type: none"> • The EYFS, including best practice based on sound theory • Research based best practice and effective pedagogy in early years • Effective strategies for supporting children’s speech, language, communication and mathematical development • Government initiatives • The childcare sector and market • New childcare developments and research • Equality and inclusive in practice <p>Desirable</p> <ul style="list-style-type: none"> • Continued professional development for the early year’s sector • SEND and codes of practice surrounding this 	CV / Task/ Interview



<ul style="list-style-type: none"> • UNCRC • Early years inspection frameworks • Early years legislation across England, Scotland and Wales • Early Years Initiatives across England, Scotland and Wales • Early years policy and looming changes for the sector across England, Scotland and Wales • Other equivalent legislative standards and frameworks across Scotland and Wales 	
<p>Experience</p> <p>Essential</p> <ul style="list-style-type: none"> • Significant and demonstrable experience of working in early years, leading practice specifically in mathematical, language, literacy and communication as an early years professional or teacher • Coaching and mentoring early years practitioners to support practice improvement • Strong customer service or related experience • Multi-agency partnership working • Developing and securing strong partnerships • Involvement with early year’s networks or groups • Product development and review • Effective time management • Delivery against targets and deadlines <p>Desirable</p> <ul style="list-style-type: none"> • Providing others with strategies for supporting children’s speech, communication, language and mathematical development • Working remotely with the sector to facilitate practice improvement • Experienced in the design and development of online training i.e. use of PowerPoint • Supporting external change in the sector 	<p>CV /Interview/ References</p>
<p>Other Requirements</p> <p>Essential</p> <ul style="list-style-type: none"> • Flexible and able to undertake occasional evening and weekend duties and travel in the UK <p>Desirable</p> <ul style="list-style-type: none"> • Able to drive and have access to a car 	<p>CV/Interview</p>



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