

## **JOB OUTLINE**

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| <b>Job title:</b>  | <b>Early Years Consultant</b>                                                                                                                                                                                                                                                                                          |
| <b>Job ref:</b>    | <b>HFL1584</b>                                                                                                                                                                                                                                                                                                         |
| <b>Hours:</b>      | 37 hours per week, 52 weeks per year                                                                                                                                                                                                                                                                                   |
| <b>Salary:</b>     | Starting at £42,000 FTE, per annum                                                                                                                                                                                                                                                                                     |
| <b>Contract:</b>   | Fixed-term contract, 1 year                                                                                                                                                                                                                                                                                            |
| <b>Reports to:</b> | Senior Early Years Consultant                                                                                                                                                                                                                                                                                          |
| <b>Team:</b>       | Early Years                                                                                                                                                                                                                                                                                                            |
| <b>Location:</b>   | Hybrid working consisting of remote working, flexibility required to work across educational settings in Hertfordshire and neighbouring counties, along with occasional visits to Robertson House, Stevenage / an opportunity to work up to 2 days per week in our Head Office in Stevenage, Hertfordshire if desired. |

## **OUR COMPANY**

HFL Education (Formerly Herts for Learning) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HFL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

## **JOB CONTEXT**

The post holder will work as part of a team to provide support and advice to private, voluntary and independent (PVI) leaders, childminders and practitioners on the quality of the EYFS. They will provide support for settings and be responsible for using local and national data to inform their work. They will work closely with the early year's quality managers and fellow early years consultants to ensure that support for settings locally is maximised and that both contracted and traded services impact positively on

outcomes for all children. Duties will include regular contact with private, voluntary and independent (PVI) settings through visits and the delivery of high-quality training to improve the standards of practice and provision.

They will utilise their knowledge, skills, and experience to create products, services and training that meets the needs of the range of settings and childminders that HFL serves; keeping abreast of national changes and current research so that training content and services are up to date, and relevant and can be delivered nationally on a digital basis.

### **PURPOSE OF THE JOB**

To raise standards and performance with the PVI settings they are supporting, contributing to the achievement and well-being of children in Hertfordshire and beyond through training, workforce development, and professional dialogue.

### **MAIN AREAS OF RESPONSIBILITY**

- Undertake the EY consultancy role across Hertfordshire (defined at the discretion of the line manager) working with private, voluntary and independent Early Years registered settings and occasionally childminders.
- Work closely with other members of the Early Years Team to develop new strategies to raise achievement for all children in Hertfordshire.
- Use data to monitor quality of EYFS and childcare provision and outcomes for children and target advice accordingly to achieve good outcomes for all children.
- Apply early years knowledge to the development and evolution of services and products to maximise reach and the impact of the team's work.
- Support the leadership and management in Early Years settings, develop programmes of improvement and support CPD in EYFS.
- Develop, deliver, and evaluate high quality early years training, including weekend and evening training.
- Identify and disseminate good practice across Hertfordshire, underpinned by evidence-based research and theories.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

### **PERSON SPECIFICATION**

consider each point below to evidence how you would demonstrate these skills within the EYC role or how you have done so in previous roles:

#### **Qualification:**

- You will be Early Years Professional, Early Years Teacher or an equivalent Level 6 with substantial experience in leading within an EYFS setting / childminding business (preferably in an Ofsted graded good or outstanding or with evidence of driving substantial improvement).

#### **Knowledge:**

- Have an excellent knowledge of the Statutory Framework for EYFS for both group providers and childminders, and relevant non-statutory documents
- Up to date knowledge of the Ofsted requirements
- Current knowledge and awareness of research that is relevant to improving standards across the early years sector and children's life chances
- Clear understanding of effective inclusive practice that promotes equality and diversity.

#### **Experience of:**

- Leading teams to improve professional development that impacts on children's outcomes and readiness for their next stage in learning
- Using different data sets to inform changes to practice
- Working a wide range of different stakeholders and building positive relationships
- Presenting and delivering key messages.
- Working on a project from inception to successful delivery.

#### **Skills and abilities:**

- Managing and driving change
- Communicating clearly and succinctly

- Assimilate information quickly and accurately to inform work and key messages to stakeholders
- Demonstrate a strong commitment to improving young children's learning and the impact this has had on standards and achievement
- Build effective working relationships that keep children and the sector's interests at the core
- Excellent interpersonal, coaching, communication, and presentation skills
- Competent in all written communication and use of IT systems (outlook 365, MS teams, Excel) and quickly able to adapt to learning new systems
- Efficient organisation, time management and ability to work to deadlines

## EQUAL OPPORTUNITIES

HFL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HFL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tiebreaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

## DISCLOSURE AND BARRING SERVICE

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring

to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

### INTELLECTUAL PROPERTY RIGHTS

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

### APPLICATION PROCESS

For an informal discussion regarding the role, please contact Dawn Macdougall on 07741 500428 or email [dawnmacdougall@hfleducation.org](mailto:dawnmacdougall@hfleducation.org)

To apply, please download and complete the HFL application form along with the supporting statement (maximum 2 sides of A4), explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HFL team. Please email your completed application to [hfl.recruitment@hfleducation.org](mailto:hfl.recruitment@hfleducation.org) or apply via our website: [Join our team | HFL Education](#)

As part of our move towards eradicating unconscious bias within the recruitment process, we ask that you follow the guidance stated in the application forms.

**Closing Date:** This job advert may close as soon as sufficient applications have been received. To make sure you don't miss out on this great opportunity, please submit your application as soon as you can.

**Interview Date:** Monday 24<sup>th</sup> November 2025 and Tuesday 25<sup>th</sup> November 2025