

Role title: Training and Development Manager – Early Years

Department: Childcare Head Office

Job family: Professional Services and Administration

Job level: Level 6

About the role:

Welcome to childcare with a difference, set up specifically to nurture the next generation of kind, considerate children. The right candidate will be passionate in playing their part to help us achieve that mission. In return we provide a happy and fun-loving environment that means both children and colleagues can fulfil their potential. If you are passionate about training and developing colleagues to raise their skills and knowledge to ensure children get the best start in life, then please keep reading.

The Early Years Training & Development Manager is a core member of the Quality Team, reporting directly to our Head of Educational Excellence. You will work in unity with the Quality Excellence, Regulatory, Society Learning and Development and Marketing teams, to collectively achieve our goals in providing high quality learning and development opportunities for colleagues whilst ensuring the best outcomes for children and families.

This role requires an inspiring and passionate leader, an influencer, and educator with in-depth knowledge and understanding of professional development within the early years sector. You will have experience of developing and designing high-quality interactive training packages including face-to-face courses and digital remote learning. You will be confident in designing and delivering quality colleague inductions that consider and reflect our colleague journey. In addition to liaising with stakeholders to produce focussed bespoke training which supports the growth, development and quality of our growing estate of nurseries. You will take the lead in producing a comprehensive training offer that supports the society whilst bringing to life our Little Pioneers values and culture. You will inspire teams and your colleagues to transfer their learning into the workplace contributing to a culture of excellence. You will place training and development at the forefront of our colleague offer, ensuring our courses align with sector expectations, statutory guidance and legislation. Working within the CPD accreditation framework and ensuring courses are continually updated and submitted.

What you'll be doing:

Helping children

- You will take the lead in designing and delivering engaging training modules which support colleague induction and professional development across the group, contributing to career development and progression. You will work in partnership with Regional Quality and Education Leads and Operations Managers to ensure training

is targeted to reflect the needs of each nursery, current trends and development plans.

- You will play a key role in supporting colleagues to develop their practice and provision using effective training, coaching and mentoring techniques to foster continuous improvement and ensure that experiences and outcomes for children are of a consistently high standard.
- You will provide strategic insights to the Senior Leadership team, through robust analysis and evaluation. You will collate and use data effectively to identify areas of development, making salient recommendations to address areas of need and create targeted and inspiring training packages which motivate colleagues to enhance quality learning experiences for children.

Helping families

- Supporting nurseries to bring to life the Little Pioneer parent and member experience, working alongside our marketing team to ensure a clear and well executed service proposition. Being an ambassador for our brand and values promoting confidence in the quality of our colleague's skills and knowledge, reflecting on the views of families, and using these as a catalyst for designing training packages

Helping colleagues

- Take the lead in developing and delivering high quality training which supports managers and colleagues to evaluate, reflect and develop both practice and provision.
- Work within the wider remit of the quality and operations teams to advise, develop and secure targeted training and coaching opportunities that reflect the quality improvement plans, helping nursery leaders and colleagues to develop their provision to accelerate teaching and learning to the highest levels, thus creating a culture of excellence.
- Being a quality and training ambassador, you will adopt a 'hands on approach' to upskilling colleagues and role modelling expected values and behaviours in line with the EYFS, Ofsted requirements, observed trends and Little Pioneers Way pedagogy
- Work closely with administrative support to manage the schedule of all learning activity and ensure the central record of training is up to date.
- Support Ofsted readiness by providing training to help colleagues understand the Ofsted expectations, assisting them in being prepared for their inspection
- You will be an ambassador for continuous professional development, motivating an ethos of self-evaluation supporting colleagues to be able to identify their training needs and next steps in learning
- Provide managers with training toolkits. Lesson plans and the skills and knowledge required to successfully deliver to their teams and for their colleagues to ever evolve in their continuous professional development
- Effectively safeguard all statutory compliance within EYFS and Ofsted regulations and keeping confidential sensitive information

Helping yourself

- You will be passionate and self-motivated and committed to your own professional development. Keeping up to date with new thinking, changes in legislation and sector-wide trends
- Being a trailblazer of industry best practice by sharing your expert childcare knowledge.
- Be a part of a culture where everyone plays as a team, and can achieve their full potential, are ambassadors of the Little Pioneers culture and values and thrives on feedback.
- Be a role model for exceptionally high standards, never cutting corners. Helping Co-op and the wider community
- Actively supporting your regional community or keep it local through personal and team involvement.
- You'll enhance our excellent reputation by supporting each nursery team to work seamlessly together, providing families and children with an exceptional experience. Promoting partnerships with families and local services to drive the best outcomes for their children.
- In addition, all colleagues are expected to work within the terms of their contract of employment and adhere to Society policies and procedures.

About you:

- Minimum Level 3 qualification in Early Years
- Degree in Early Years/ EYTS and/or strong portfolio of continuous professional development desirable
- Minimum Level 3 Qualification or PTLLS, CTLLS and extensive experience of delivering training
- Excellent knowledge of the Early Years Foundation Stage Framework, Ofsted Early Years Inspection Framework and working understanding of the SEND Code of Practice.
- Experience of designing and developing engaging digital learning packages and face to face training, experience of working with external partners and agencies to secure and develop enhanced training opportunities.
- Evidence of Right to Work in the UK
- You will require a clear enhanced DBS and be required to join the DBS update service and renew this each year
- A robust understanding of safeguarding and child protection procedures and legislation.

Scope:

Reports to: Head of Educational Excellence

Budgetary Control: Training and Development Budget

Key internal contacts are all internal departments and trading groups.

Key external contacts are the Society suppliers.