

# Job description

Job title:	Head of Early Years
Salary:	£50-55,000 per year depending on experience
Contract:	Permanent
Hours:	35 hours per week
Directorate:	School Programmes
Reports to:	Director of School Programmes
Direct/indirect reports:	2 direct / 8 indirect

## Our mission

The National Literacy Trust gives children and young people from disadvantaged communities the literacy skills to succeed in life. We work with schools and other education settings, with communities and partners, and directly with children and families. Our research and analysis make us the leading authority on literacy and drive our interventions. Underpinning all of our work is our commitment to becoming a more diverse and inclusive charity, better at listening to and working in partnership with communities.

## Purpose of role

Research shows that children who were born or were infants during the pandemic have been most affected in terms of impact on learning and development. There is an urgent need to increase the number of children starting school with the required early language and literacy skills to engage fully with their education and develop the skills needed for later life.

The Head of Early Years is a new leadership role. You will be responsible for the strategic leadership of our programmes for children aged 0-5, their families and the early years practitioners involved with their development. This is a substantial proportion of our portfolio of work and includes programmes funded by the Department for Education and the Department for Health and Social Care. Programmes are delivered across the UK in disadvantaged and underserved communities.

## Key contacts

Government departments, funders, policy makers, sector leaders, early years practitioners, our senior management team and key internal stakeholders.

## Outline of responsibilities

- Lead the development and delivery of our early years strategy and support for the home learning environment
- Ensure our programmes are impactful, evidence-based and targeted to need
- Secure funding to ensure sustainability, increase our reach and expand our evidence base of what works
- Effectively lead the early years and home learning teams, helping them navigate the challenges of complex partnership working and programme delivery
- Maintain and strengthen our thought-leadership activity on home learning, behaviour change and creating a language and literacy-rich environment
- Develop effective approaches to delivering our strategy through both national and local work
- Ensure our early years strategy and delivery is integrated with other work across the organisation, including community programmes and local areas work
- Keep abreast of developments across early years research and policy and how these should influence the design and delivery of our programmes and campaigns
- Be a compelling and expert advocate for our work and connect with the best and most inspiring people and organisations to deliver our mission

## Person specification

Essential	Desirable
<ul style="list-style-type: none"><li>• Senior leadership experience in the early years, including national partnerships and campaigns</li><li>• Working effectively with government departments and large funding partners</li><li>• Managing complex programme delivery with multiple partners, in both educational and community settings</li><li>• Leading teams to deliver successfully against KPIs within tight timescales</li><li>• Excellent communication skills including public speaking and as an expert voice on the early years</li><li>• Excellent knowledge of safeguarding and volunteer management</li></ul>	<ul style="list-style-type: none"><li>• Experience leading communities of practice</li><li>• Experience influencing policy and practice</li><li>• Knowledge of place-based working</li></ul>

## Summary of terms

Location:	You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.
Flexible working:	We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.
Travel:	This post will require regular national travel to support programme delivery and partnerships. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults. This post is also subject to a Disclosure and Barring Service check.