



BRADFORD

BIRTH TO 19

Early Years Learning & Development Manager (Part Time 3 days)

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Start Date	June 2025
Location	<p>Our roles involve a mixture of office, field and home-based working (hybrid).</p> <p>St Edmund's Nursery School, Washington Street, Bradford, BD8 9QW</p>
Short Description	<p>The Early Years Learning & Development Manager will provide expertise in the development and delivery of CPD (Continuing Professional Development) for the early years workforce, and those who care for young children and their families across West and South Yorkshire</p> <p>The Early Years Development Manager is responsible for robust project management including planning, contracting, budgeting and scheduling.</p>
Annual Salary	SO1 Starting at SCP 23 - £20,019 for 3 days a week. £640 a week, £17.29 an hour.

Who are we?

Founded on the principles of social enterprise, Bradford Birth to 19 is committed to driving forward social mobility, from the first days of a child's life. For us, that means working in partnership with agencies and families, to provide place-based, whole-child offers which help children and young people to achieve their potential, and lead successful, healthy lives.

Bradford Birth to 19 has grown over the past decade so that it is now making a significant contribution to learning and health outcomes for children and young people in Bradford and West Yorkshire. Founded in 2013, and growing from an outstanding school, Bradford Birth to 19 now has a national profile, with impact being seen across the British Isles.

Bradford Birth to 19 is made up of:

Bradford Birth to 19 Institute for the Early Years



50 Things to Do Before You're Five



50 Things to Do Ages Five to Eleven



Early Years Stronger Practice Hub



Bradford Birth to 19 SCITT



Birth to 19 Apprenticeship Academy



Bradford Birth to 19's offer

- ★ Our Institute for the Early Years provides professional development and quality improvement support for schools and Early Years settings, local authorities and health services, focused on children aged from birth to five years old. This includes our Stronger Practice Hub offer in West and South Yorkshire for the DfE
- ★ Our 50 Things initiative helps Local Authorities, Multi Academy Trusts and health agencies improve their support for parents and children from birth to 11.
- ★ The Bradford Birth to 19 SCITT supports graduates wanting to gain qualified teacher status in the primary and secondary age-phases, and schools wanting to recruit high-quality teachers.
- ★ Birth to 19 Apprenticeship Academy provides training courses for early years educators, teaching assistants including with a special needs pathway.
- ★ We maintain a strong interest in research and policy, regularly writing and being featured in a range of publications.

Local and national reach

Locally, Bradford Birth to 19 works with schools, Early Years providers, universities, health, the charity sector, and local & national government partners with the aim of making Bradford a better place to grow up. While much of our work is with schools and settings, we also work with parents, the voluntary sector, health and community groups to support a range of community regeneration initiatives across the district.

We work collaboratively with over 500 nursery, primary, special and secondary schools, private and voluntary early years providers and charities in the region. Locally, we are held up as a model of outstanding leadership within the Early Years and in parent partnership. We have a strong record of success in Initial Teacher Training, through our Bradford Birth to 19 SCITT, having helped 1000 graduates over the past decade to become qualified teachers.

While the majority of our work is in the Bradford and West Yorkshire area, we are now increasingly working on a regional and national scale, with developing international interest in our work.

Have a look at our website here: <https://www.bradfordbirthto19.co.uk/>

A little more detail on our work:

Bradford Birth to 19's Institute for the Early Years



50 Things reaches out to over 650,000 children across England. 50 Things seeks to help every child reach important developmental, health, learning, and wellbeing milestones, by providing 50 low or no-cost ideas for play to parents and others who care for them. 50 Things has been rolled out to multiple Local Authority areas across the UK, with each locality having its own local 50 Things offer. Please see our website [here](#).

The St Edmund's Early Years Stronger Practice Hub is a cornerstone of the Department for Education's offer to the early years sector. With the aim of sharing and improving practice in early years provision, our Hub brings all types of Early Years providers from the Yorkshire and Humber region together. We signpost, develop and deliver training opportunities through virtual and face to face events.

Our interest in research and policy is reflected in a range of reports. Read our latest [here](#).

Bradford Birth to 19 SCITT



Our School Centre for Initial Teacher Training (SCITT) provides professional learning courses leading to Qualified Teacher Status for around 100 postgraduate students each year. Over the past decade we have supported almost 1000 people to become teachers. We work significantly in West Yorkshire but now have lead delivery partners in Bristol and soon in Liverpool.

For a further look, see our website here: <https://www.bradfordbirthto19scitt.co.uk/home>

Birth to 19 Apprenticeship Academy



Founded in September 2024, our new academy provides a range of apprenticeships for childminders, schools and private nurseries. We offer early years apprenticeships at Levels 2&3, teaching assistant apprenticeships at Level 3 and 5, and teacher apprenticeships at Level 6.

For more information, see our website here:

<https://www.bradfordbirthto19.co.uk/our-offer/apprenticeship-academy>

Main Duties & Objectives

Early Years Learning & Development Manager (Part Time 3 Days)

Manage the day to day running of the St Edmund's Early Years Stronger Practice Hub (EYSPH) – supported by the SLT.

Specific Duties and Responsibilities

- Lead on the development of, and reporting against the EYSPH Delivery Plan
- Develop and maintain relationships with local authority partners, current and past participants to support the wider strategic programme developmentDevelop and maintain relationships with practitioners, current and past participants to support the wider strategic programme development
- Deliver Early Years Stronger Practice Hub sessions and other commissioned CPD sessions for a range of participants working with young children and their families.
- Work with the Comms & Marketing team to develop online resources and CPD materials, and promote a variety of CPD across social media and on the website
- Work with the finance officer and SLT to manage the budget.
- Manage the evaluation and reporting on the EYSPH, supported by the administrator.

General

- To fully participate in company meetings and events as required
- To attend relevant training as and when required
- To positively represent Birth to 19 at events
- To contribute to the ongoing fundraising of the organisation as required
- Any other duties appropriate to the post and organisation

Person Specification

This role would suit someone who has a demonstrable commitment to designing and delivering CPD in an early years context. We anticipate the successful candidate will bring a wealth of knowledge and experience in how to connect meaningfully with the early years workforce, to share complex ideas in ways that are engaging and relatable, and to utilise playful learning to promote positive early experiences that really make a difference to young children's lives. We expect a high skill level in communicating and public speaking with adults, and an excellent understanding of the importance of Early Years.

Given the scale of our organisation and the seniority of this role, we anticipate the post-holder will be someone already working at a managerial level who can inspire and drive this programme further.

We are looking for a highly flexible, hard-working team player who is ready to learn with us, in a supportive, friendly and optimistic team. This post would suit someone who would be interested in developing a career within the charitable sector or within the public sector. You are likely to have had some experience of working with, or for, a charity, or in a community, school, health, or training setting and want a job which will combine the dynamism of partnership development, with the social value of working in the education, health and care sector.

A willingness to attend occasional conferences and meetings away from the area (with full expenses provided) is required, as is the ability to work occasional evenings and single weekend days, when time off in lieu will be given.

Skills & Knowledge

- Excellent Communication – Able to effectively convey CPD materials to a diverse audience.
- Adaptability – Skilled at adjusting CPD methods to fit various learning styles and cultural backgrounds.
- Attention to Detail – Ensures all aspects of service exceed the highest standards.
- Organisational Skills – Proficient in managing multiple initiatives and meeting deadlines.
- Collaboration – Works effectively across departments to align CPD initiatives with business objectives.
- Positive Attitude – Fosters a positive, team-oriented environment.
- Commitment to Excellence – Strives for continuous improvement and innovation in service delivery.
- Passion for improving outcomes for children in their first five years
- Passion for improving practice for those working with children in their first five years

Personal Qualities we value in our management team

- Leadership skills
- Ability to think strategically and imaginatively
- Approachable, empathetic manner
- Analytical and problem-solving skills
- Energy and commitment

Satisfactory Enhanced DBS clearance

Duration

This contract is funded by the Department for Education until April 2026. We anticipate that this funding may be extended beyond this date.

Benefits and Outcomes

Working with us is unique! We are a supportive, values-driven organisation. We are small enough to be able to innovate quickly, and to ensure all who work with us are valued and nurtured; and large and successful enough to have influence with and be supported by local and national decision-makers.

The post we are advertising for is a result of sustained growth, and will be a new addition to a growing team.

We are a values-led organisation, supporting the local economy, and we expect all our staff to support our belief that children and young people should be at the centre of everything we do. This means a commitment to community cohesion and social mobility for all.

Working for us means you will be able to access to a Blue Light Card, along with our School Wellbeing Premium Package which includes, but is not limited to:

- Physiotherapy
- Counselling
- Nurse Support
- Integrated GP Service
- Food Sensitivity Testing
- Mindfulness Support
- Financial Wellbeing

Application Instructions

To apply for this role, please fill out the application form on our website [here](#), and send the completed version to Abi Traynor abigail.traynor@bradfordbirthto19.org alongside a professionally laid out covering letter, and if you wish, a CV. When uploading your documents, please make sure you title each one with your name.

Please ensure you demonstrate how you match every area of the person specification, and tell us how your experience, knowledge and skills will help us grow and succeed.

Closing Date: 5pm Monday 26th May 2025

Interview Dates: Week commencing June 2nd 2025

Eligibility

You must be eligible to work in the UK for the duration of your employment. Information is available at <http://www.ukba.homeoffice.gov.uk/>

Support for applicants with disabilities, impairments or health conditions:

We want to make sure that all candidates have equal access to our recruitment and selection procedures. If you have a disability, impairment or long-term health condition that may affect your ability to submit an application, or if you need any adjustments to be able to attend an interview, take part in the selection process or to carry out the job you are applying for, please contact Abi Traynor abigail.traynor@bradfordbirthto19.org

This will enable us to make any reasonable adjustments. Any information provided will not inform any part of the recruitment and selection process.