



Job Description

Job Title:		Early Years Stronger Practice Hub - EYSPA Programme Lead	
School:		NEAT Academy Trust	
Grade:		N8 – Subject to moderation	
Date:	July 2026	Status:	DRAFT
Responsible to:		EYSPH Lead/ NRS Director	
Job purpose:		This role is central to the successful delivery of the EYSPA programme, ensuring settings receive high-quality, well-coordinated support in line with DfE requirements. The post holder will be responsible for overseeing the delivery of the DfE's Early Years Stronger Practice Advisor Programme across our hub area. As the EYSPA Programme Lead, you will oversee programme delivery from recruitment and onboarding through to matching advisers with settings, monitoring progress, quality assurance, reporting and financial administration. You will establish effective systems and processes, coordinate with partners, maintain accurate records and ensure the programme operates in line with Department for Education expectations.	

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Programme Delivery & Coordination

1. Coordinate the delivery of the EYSPA programme for the hub, ensuring all activity aligns with programme KPIs and wider needs.
2. Establish processes for close working practices with Local Authorities to ensure the programme is responsive to regional needs and priorities.
3. Formulate and establish, quality assurance protocols, and best practice frameworks for the hub to ensure continuous compliance with DfE expectations
4. Maintain accurate, centralised programme records and ensure all processes are inline DfE expectations.

5. Enable promotion of the programme to potential settings who could benefit from support.
6. Exercise independent decision-making and operational discretion to resolve day-to-day programme issues and delivery obstacles

Adviser Recruitment, Training & Oversight

7. Set up processes to recruit advisers in accordance with DfE procedures, including due diligence checks.
8. Manage the recruitment and vetting process for advisers in accordance with DfE procedures, including conducting due diligence checks and maintaining compliant recruitment records including scoring and interview notes.
9. Liaise with the training partner to ensure all advisers complete mandatory pre-support training
10. Act as the lead contact for all EYSPAS around the delivery of the programme.
11. Highlight potential training needs of EYSPAs to the training partner for consideration

Managing Settings & Support Processes

12. Manage Expressions of Interest process, check eligibility, and maintain accurate records.
13. Match advisers with participating settings, holding operational discretion to determine appropriate matches based on setting diagnostics and regional capacity, ensuring both parties receive adequate notice
14. Ensure settings complete diagnostics
15. Ensure the Local Authorities are aware of a setting Expression of Interest and whether they are successful in being offered support. Ensure the LA is aware of the content of the action plan on completion of support.

Quality Assurance, Monitoring & Reporting

16. Ensure settings complete post -support surveys
17. Ensure EYSPAs complete regular programme check-in surveys where necessary
18. Analyse feedback data to identify areas for improvement in the programme and provide comprehensive updates and reports to the Hub Lead

19. Oversee EYSPA management information data reporting and ensure data from hubs staff, settings and EYSPA is correct. This applies to both manual and processes and future digital portal processes
20. Collaborate directly with the DfE and providing operational feedback on programme processes and outcomes to ensure the continuous improvement of the EYSPA programme.

Financial & Administrative Responsibilities

21. Exercise delegated authorisation over adviser claims (including travel, resource and operational expenses) are submitted with required evidence and validate them before submission.
22. Submit own claims with Hub Lead validation.
23. Ensure secure, GDPR-compliant record-keeping.
24. Actively track and monitor assigned grant/project expenditure against allocated budgets, reporting variances directly to the primary budget holder

Safeguarding, Compliance and Risk

25. Ensure compliance with data protection requirements
26. Escalate safeguarding concerns as required
27. Identify delivery risks and support mitigation actions

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.

6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.