



**Person Specification – Early Career Lecturer in Early Years**

	<b>Essential (E)/ Desirable (D)</b>	<b>How assessed Application (A) Interview (I)</b>
<b>Education, professional training, and qualifications</b>		
Hold a Norland Diploma	E	A
Commitment to undertaking a Master’s degree and a HE teaching qualification	E	A/I
BA in Early Years or a related subject (or equivalent).	D	A
Willingness to engage in further training relevant to the role	E	A/I
<b>Experience and specialist knowledge</b>		
Experience of mentoring others.	E	A
Experience of, and the ability to, manage change positively.	E	A/I
Experience working with babies, young children and families as a nanny.	E	A
Experience of acting as a personal tutor.	D	A/I
Teaching experience especially working with Early Years students.	D	A
Virtual Learning Environment (VLE) experience.	D	A
Experience of working with Lecture Capture system for delivering sessions	D	A/I
<b>Skills and abilities</b>		
Ability to use a range of blended learning techniques including the interactive whiteboard, PowerPoint, VLE, etc.	E	A/I
Excellent written and oral communication skills	E	A/I
Computer confident with good IT skills using Microsoft Office	E	A/I
High level of attention to detail	E	A
Excellent interpersonal skills, able to build rapport when meeting new people	E	I
Highly effective organisational and time management skills	E	A/I
Proactive team player	E	A/I
Ability to work collaboratively across boundaries in partnership with colleagues	E	I
Ability to work in and adapt to a fast-paced environment	E	A
Ability to problem solve and develop solutions	E	I
<b>Personal qualities</b>		
Ability to manage change positively	E	I
Discreet and can maintain confidentiality	E	I
Can act on own initiative within specified boundaries	E	A
Proactive in pursuit of work to its completion	E	I
Flexible in approach to work	E	I
Cares and demonstrates a commitment to the success of learners within a safe and positive learning environment	E	I
Demonstrates a commitment to supporting a customer focussed and student-centred learning experience	E	I
Possess well-developed interpersonal skills and can communicate effectively and appropriately with people from a wide range of backgrounds with a caring and professional manner	E	I



Demonstrable commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda	E	I
Demonstrable experience of representing the values of an organisation in daily life	E	A/I
Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities	E	A/I
Demonstrates a positive attitude, professionalism, passion and energy	E	I
Demonstrates willingness to immerse into the life and culture of Norland	E	I
Motivated and committed to continuous improvement for self and colleagues	E	A/I
Willingness to become part of the Norland community by engaging and participating in Norland-wide activities and being a positive role model to others	E	A/I
<b>Unusual post requirements</b>		
Occasional Saturday working to cover Norland open days and other events	E	A