

Job Description

Job title:	Early Childhood Education Coordinator
Group:	International
Dept/Project/Service:	FCDO Kenya INSPIRED
Reports to:	Team Leader
Responsible for:	Technical and policy Partners (AKF, Sight savers, MOE & KICD)
Usual office base:	Nairobi
Grade:	Will be awarded following job evaluation

Programme Overview:

The role is part of the INSPIRED programme which focuses on improving foundational learning skills for Kenya's children, including the most marginalised and vulnerable children in the Arid and Semi-Arid lands (ASALs) alongside enhancing the policy environment for Foundational Learning at the national level. The expected outcomes are:

- a) a stronger foundational learning policy environment established at the national level in Kenya (component 1);
- b) increased access to quality early childhood education (ECE) services in Wajir and Mandera (component 2);
- c) a stronger evidence base on how best to deliver and sustain high-quality ECE outcomes in low-resource contexts (component 3).



Job purpose and scope:

The Early Childhood Education (ECE) Coordinator will provide technical expertise on ECE, with responsibility to ensure the quality of programme outputs reflect international best-practice in ECE tailored for the local context and will work with partners to deliver programme outcomes. This includes overseeing the quality of the end-to-end design and creation of the training, teaching and instructional resources for the Inspired programme, and the content and metrics of national-level policies.

For Component 1, they will coordinate provision of quality technical inputs to the content of policies, guidelines or regulations (related to Early Childhood Education) proposed through national stakeholder engagement, ensuring there is a clear evidence-base, and provide support/mentoring to government staff to support building capacity.

For Component 2, working with EDT's partners they will coordinate design and implementation of evidence-based Teacher Professional Development (TPD) programme in the public ECE centres in Wajir and Mandera, the design of a capacity-building programme for the county ECE department and the design of enhanced County QA processes. They will support the roll-out, through training and the design/implementation of a quality assurance process for these programmes. They will work in together with EDT partners providing a coordinating role across and take joint responsibility for all activities including those implemented by AGF.

For Component 3, they will support the MEL team to identify relevant and appropriate indicators to check progress on both Component 1 and 2, support the design of appropriate data-collection tools and platforms, and using data collected ensure any necessary course-correction for ECE quality is undertaken as well as gathering evidence for the impact of innovative new practises delivering effective ECE.

They will also support wider Inspired project processes where necessary, alongside supporting EDTs engagement with clients, helping to develop our profile and ensure we are suitably positioned for new opportunities and provide technical input to business development for new opportunities.

In addition to reporting to their team leader, they will consult with and seek support when needed from the Technical Education Adviser on all matters related to the quality of technical technical inputs.

Job objectives:

1. Coordinate the design of an effective, evidence-based ECE solution for the Inspired programme, drawing from and contributing to Education Development Trust's (EDT) intellectual property and service offerings and integrating partners' contributions where necessary and effective.



2. Coordinate the quality assurance of the content of national-level policies, guidelines and regulations from an ECE evidence-based perspective, providing detailed feedback and recommendations, including relevant targets, metrics or M&E necessary for government and the programme to monitor progress.
3. Using strong stakeholder influencing skills, support the improvement of national-level policies, guidelines and regulations, such that they will meet the Inspired programme objectives.
4. Coordinate implementation of impactful, accessible and inspirational training programme for teachers, practitioners and leaders, including ECE teaching and learning instructional materials, coaching models, training delivery, train the trainer and other development activities.
5. Coordinate an effective mentoring support programme for government officials at both national and county level, to ensure that they are developed into high-value, high-impact education thought leaders.
6. Coordinate quality assurance processes to monitor the implementation of the ECE solutions for the Inspired programme, including the monitoring of training delivery and capacity development.
7. Support the MEL team to ensure that impact and evaluation activities are completed to international standards and in line with ECE quality criteria, and ensure evidence is used to course-correct programme implementation to achieve quality.
8. Contribute as a team member in Inspired to wider programmatic activity, as required and in liaison with the Team Leader/project SMT.
9. Support effective child safeguarding processes across the project, following internal and client processes.
10. In collaboration with colleagues in the education team, contribute to thought leadership, proposition development and other activities to enhance and promote EDTs education support services.
11. Coordinating contributions and activities of delivery partners across all the three components as spelled out in different MOUs / contract and program documents.

Scope: Will involve occasional travel to other locations within the country

Person specification:

Knowledge

Essential

- Qualified Teacher and / or extensive experience in the Early Childhood sector at a senior leader level
- University degree or equivalent, for example in education, management, economics, social sciences, or other relevant field



File name: Early Childhood
Education Coordinator

- A high level of understanding of the current developments in Early Childhood education.
- Expertise in effective, current and evidence-based continuing professional development approaches for teachers and Early Childhood Practitioners
- knowledge of the Early Childhood Education sector across a range of settings in Kenya especially low-income, ASAL settings
- Minimum seven years (7 years) of experience working on innovative ECE or Foundation learning programmes withing Kenya

Desirable

- Experience and/or Knowledge of Wajir and/or Mandera counties

Experience

Essential

- Extensive experience and expertise in Early Childhood practice and pedagogy
- Experience of designing and implementing initiatives that have led to raising standards / improvements in teaching and learning / assessment of learning
- Experience of training groups of education professionals
- Experience of developing professional development materials and content
- Experience of developing and implementing quality assurance systems and processes
- Strong experience of engaging with a range of education stakeholders
- Experience of working with government clients
- Experience of using data to inform strategic decision making

Desirable:

- Strong personal networks in the Early Childhood sector

Skills

Essential

- Highly developed communication skills, to include written, verbal and presentation skills with individuals, groups and organisations
- Good interpersonal skills with the ability to manage complex, challenging and often politically sensitive relationships
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Desirable

- Knowledge in least one local language from either Wajir or Mandera counties

Competency Band: 3

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence – creating and leading success	Delivering excellent service	Creating and innovating
Integrity – supporting and building trust	Valuing views and needs of others	Building respect
Accountability – delivering and improving	Delivering commercial outcomes	Developing self and others
Collaboration – engaging and partnering	Building effective relationships	Influencing and negotiating

Safeguarding

Education Development Trust is committed to safeguarding and promoting the welfare of everyone who comes into contact with us. We operate a zero-tolerance policy to sexual exploitation, abuse, and harassment (SEAH). Applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and police checks. Successful candidates will be required to sign a safeguarding declaration to confirm that they will abide by the Trust’s safeguarding policies and procedures, including, but not limited to, Protection from SEAH, and the Safeguarding Code of Conduct.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants’ previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.

