



Application pack

Training and Accreditation Manager

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1. How to apply

Please download the full Job Description and Person Specification from the Peep website.

www.peep.org.uk/jobs

The Peep application form must be completed as we do not accept CVs. Please complete all pages of the application form as thoroughly as possible giving full details of your work history. All employment and also periods when not working should be covered.

Please e-mail your completed application form to jobs@peep.org.uk. The equal opportunities form should be emailed in a separate email with "EO form" in the subject line as it will be separated out on receipt and not viewed by the selection panel.

Closing date: Monday 23rd August; interviews early September

2. Main terms and conditions

- This is a full time role working 37 hours per week
- Location: you may work either from home or from our Oxford offices (or a mix of the two). If the former, you must be able to travel to Oxford when required for meetings.
- Probationary period: 6 months
- Annual leave: 6 weeks paid holiday per annum plus 8 bank holidays
- Peep's chosen pension provider is 'The People's Pension'. Auto-enrolment rules apply. The employer contribution is 3.5% of your gross salary. Further details available on request.

3. About Peep

Peep is a charity based in The Leys area of Oxford. Our mission is to narrow the attainment gap by working with parents/carers to support their children's learning through everyday activities at home. We have been a trusted provider of frontline services since 1995, delivering support including the Peep Learning Together Programme to hundreds of local families, often in partnership with other charities or statutory services. Since 2015, we have provided Early Learning and Childcare, commissioning and building the Little Peep Nursery

[Peep – supporting parents and children to learn together](#)

Peep is an independent charity which supports parents and children to learn together. Registered charity no. 1144975 in England & Wales and no. SCO44031 in Scotland, and company limited by guarantee in England & Wales no. 07514469.

Peep Learning Ltd is the trading subsidiary of 'Peep'. Registered company no. 4089209. VAT reg. no. 768 4173 94.

Registered address (both Peep Learning Ltd and Peep): The Peep Centre, Littlemore, Oxford OX4 6JZ

and Pre-school for babies and children from six-months to four-years of age. Serving our local community remains one of our strategic priorities.

The Peep Learning Together Programme attracted national interest. Since 2002, we have trained thousands of practitioners from across the UK to use the Programme in their work with families with children under five. Training is delivered by a mix of staff, freelance trainers and trainers employed by local authorities who have Training and Support Agreements in place to enable them to deliver our Programme. We provide support to help practitioners to implement the Programme via the Members Area of our Website and, where funding permits, through targeted support to customers. Our other training courses include The Peep Antenatal Programme and Early Communication Matters. We would like to develop more courses and workshops as capacity permits.

The quality assurance of the Peep Learning Together Programme includes an optional unit for Practitioners accredited by City & Guilds . However, this unit has recently been withdrawn by C&G so we are currently exploring alternatives which may or may not include accreditation through an external awarding body.

The Learning Together Programme also includes an embedded option for parent/carers accreditation known as the Peep Progression Pathway. The units which comprise the Pathway are accredited by the Scottish Qualifications Authority in Scotland and by NOCN in the rest of the UK. The Pathway is sustainable in Scotland through funding from the Scottish Government and we hope that this will continue. We need to review options to ensure its sustainability in the rest of the UK.

We are committed to building the evidence-base for our work. This has included a large-scale Randomised Controlled Trial of the Peep Learning Together Programme funded by the Education Endowment Foundation. We were delighted that the evaluation found positive effects on both parent and child outcomes. We also seek to innovate in our sector. For example, we are currently at the start of a three-year project to develop, pilot and evaluate a 10-week programme to help practitioners and parents to support their children's early STEM thinking (Science, Technology, Engineering and Science).

There is no doubt that over the past 25 years, evidence about the importance of the early years, of parents/carers and for preventative interventions has grown. However, the inequalities which led to Peep being established have not gone away and indeed have been amplified by the Covid pandemic. We are determined to play our part in the fight for the services and resources needed to ensure that every child really does have the best possible start in life!

Further details about Peep programmes and training can be found on the Peep website:
www.peep.org.uk

4. Peep staff

Peep employs about 40 staff with a mix of full time and part time positions. The head office is situated on the edge of The Oxford Academy campus in Littlemore, Oxford. The Little Peep Nursery is in an adjacent location.

Peep currently employs 5 staff (mix of full time and part time) in Scotland and we have had an office base in Edinburgh since 2013. Staff are currently working from home.

5. Peeple policy documents

5.1. Equal Opportunities and Diversity Policy

5.2. Policy Statement on the Recruitment of Ex-Offenders

5.1 Peeple Equal Opportunities and Diversity Policy

1. Statement of principles

In Peeple we value the diversity of backgrounds and cultures within our community. We respect the variety of ways in which parents and carers support children's learning. Peeple aims to promote equality in the provision of our services and as an employer, and to develop practices which remove barriers to participation and promote social inclusion. We will collect and manage relevant information to enable us to do so in line with the aims of the charity, in accordance with privacy and any other relevant legislation.

We recognise that groups and individuals within society face direct and indirect discrimination, which limit choices and options. We are committed to challenging discrimination and stereotyping (often about gender, race, disability, sexual orientation, class, religion and age) in all aspects of our work. Peeple aims to be an equal opportunities employer, offering a supportive working environment where staff respect each other.

2. Aims

Peeple aims to:

- avoid and challenge discrimination in a constructive way in all aspects of our work. This will include associative discrimination, perceptive discrimination, indirect discrimination, harassment and victimisation
- promote equality in the provision of our services and in our employment practices
- develop practices and promote initiatives which remove barriers to participation and actively support equality and social inclusion
- make training and qualification activities accessible to all learners by supporting external body guidance and working with learners
- ensure that our employment practices do not discriminate against employees or potential employees on any of the above grounds (except where this can be objectively justified by the needs of the job), on the grounds of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

To promote equality of opportunity, Peeple managers will ensure that:

- A clear structure exists within which the implementation of the above aims can be discussed and reviewed
- All staff are aware of and committed to upholding the equal opportunities and diversity policy
- Relevant information and updates on equality and diversity working practices are disseminated throughout the organisation on a regular basis

5.2 Peeple Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using the Protecting Vulnerable Groups (PVG) membership scheme / Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Peeple

complies fully with the PVG/DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of Disclosure on the basis of conviction or other information revealed.

2. Peeple is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, and responsibilities for dependants, age, physical/mental disability or offending background.
3. Peeple has a written policy on the recruitment of ex-offenders, which can be made available to all PVG/Disclosure applicants at the outset of the recruitment process.
4. Peeple actively promotes equality of opportunity for all the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. Peeple selects all candidates for interview based on their skills, qualifications and experience.
5. A PVG/Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a PVG/Disclosure is to form part of the recruitment process, we encourage all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Peeple and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. Unless that nature of the position allows Peeple to ask questions about your entire criminal records we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in Peeple who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. We make every subject of a PVG/DBS check aware of the existence of the PVG/DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a PVG/DBS Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a person from being employed or working for the organisation. This will depend on the nature of the position and the circumstances and background of your offences.