Job Description & Person Specification

EDSP Delivery Lead

Electronic Development Support Passport (EDSP) District-Wide Rollout — Education Alliance for Life Chances (EALC), in partnership with Born in Bradford's Centre for Applied Education Research (CAER)

Employer	Education Alliance for Life Chances (EALC)
Delivery partner	Born in Bradford - Centre for Applied Education Research (CAER)
Contract	Fixed-term, 2 years (Autumn 2026 - Sept 2028), full-time (open to secondment)
Salary	Up to £56,000 per annum (dependent upon experience)
Location	Bradford, with regular travel to primary schools across the district
Responsible to	Director
Direct reports	None (day-to-day oversight of Project Support Officer, Helpdesk Officer and training/support providers)
Working with	Project Support Officer, Helpdesk Officer, Schools Working Group, school leaders, SENCOs, MATs and the Local Authority

About the Programme

The Electronic Development Support Passport (EDSP) is a free, teacher-led online tool, developed by Born in Bradford, that helps schools identify and meet children's developmental needs earlier and more effectively. It builds on the principles of the Early Years Foundation Stage Profile (EYFSP), giving teachers a structured way to assess strengths and needs across 12 key developmental domains and to link straight to evidence-based resources through Healthier Together, an NHS-backed platform.

Following a successful research trial, Born in Bradford's Centre for Applied Education Research have commissioned EALC to implement the EDSP at scale across approximately 170 primary schools in Bradford over two academic years, delivered in two sequential waves. The programme will refine the EDSP's scientific and psychometric basis, embed it within schools' safeguarding, SEND and pastoral practice, and generate evidence to inform national policy on early identification and inclusive education.

This is a new role, created to deliver the district-wide rollout on behalf of EALC and to be the operational counterpart to CAER's research and evaluation of EDSP.

Purpose of the Role

- Lead the practical, day-to-day delivery of the EDSP rollout across Bradford primary schools, on time and to the standard agreed with the Programme Director and CAER.
- Act as the main operational point of contact for schools during onboarding, training and the assessment windows, translating the overall delivery plan into a clear schedule of activity.

- Coordinate training and first-line support so that schools are engaged, confident and able to use the EDSP with minimal disruption to staff.
- Deputise for the Programme Director on operational matters as required, and provide day-to-day oversight of the Project Support Officer and Helpdesk Officer.

Key Responsibilities

Delivery and coordination

- Plan and coordinate delivery activity across the two rollout waves, including school onboarding, training schedules and support the January-March assessment windows.
- Work directly with school leaders, SENCOs and MAT representatives to confirm readiness, resolve local delivery issues and keep participation on track.
- Maintain the operational Customer Relationship Management (CRM) system (delivery tracker), flagging risks, delays or capacity issues to the Programme Director in good time.
- Coordinate the work of external trainers and/or support providers, ensuring sessions are scheduled, resourced and run to a consistent standard.
- Provide day-to-day direction to the Project Support Officer and Helpdesk Officer, ensuring queries from schools are being handled effectively and consistently.

Training and school support

- Deliver and oversee introductory sessions, webinars, help guides and CPD for school staff, adapting materials as feedback comes in.
- Ensure schools have the practical support they need to embed the EDSP within existing safeguarding, SEND and pastoral processes.
- Escalate technical or educational issues that cannot be resolved at first line to the Programme Director or technical partners.
- Support the Project Support Officer in gathering and collating school feedback for the Programme Director and CAER.

Reporting and quality

- Contribute delivery data and updates to termly progress reports, covering uptake, completion rates and engagement by school.
- Help monitor fidelity of implementation across schools, identifying where additional support or intervention is needed.
- Support preparation for Schools Working Group and Programme Board meetings with accurate, up-to-date delivery information.

Person Specification

Essential

- Strong knowledge of the Bradford SEND ecosystem, including local pathways, multi agency roles and system pressures, particularly from a school perspective.
- Proven experience coordinating and delivering programmes within education, children's services or wider public sector settings.
- Confident working directly with schools, with established credibility in building relationships with headteachers, SENCOs and wider school leadership teams.

- Highly organised, able to manage a complex, multi school delivery schedule and maintain momentum across competing priorities.
- Solid understanding of the primary school context, including SEND practice, safeguarding requirements and early identification processes.

Desirable

- Experience of early years or primary assessment tools, developmental screening or SEND graduated response processes.
- Knowledge of, or experience working with, Bradford's education, health or voluntary sector system.
- Experience supervising or coordinating the work of others, such as trainers or support staff.

Terms and How to Apply

This is a fixed-term, full-time post for the two-year duration of the EDSP district-wide rollout (Autumn 2026 - summer 2028), hosted by the Education Alliance for Life Chances charity. The postholder will be based in Bradford, with regular travel to schools across the district.

EALC welcomes applications from candidates seeking to take up the role through a formal secondment from a school or Multi Academy Trust. Secondments offer an opportunity to strengthen system leadership capacity across the district and ensure learning flows back into schools.

Applicants wishing to apply on a secondment basis must secure written permission from their Headteacher, CEO or appropriate senior leader prior to submitting an application. Confirmation of organisational support will be required at the point of appointment.

Please apply by sending a covering letter which clearly address each of the criteria in the person specification (max 2 A4 pages) and an up to date CV. Please email to: kathryn@educationallianceforlifechances.org.uk

For any questions or clarification regarding the role, please contact Kathryn Loftus (Director) directly at the email address above.

Key Dates

• Deadline for applications: 8am Thursday 24th September 2026

• Interviews: Tuesday 29th September 2026

Please note: If you have not heard from us by the date above, please assume that your application has not been successful on this occasion. Unfortunately, we are unable to provide individual feedback to candidates who are not shortlisted.