

Warwickshire Virtual School Early Years Education Officer

As Early Years Education Officer you will

- Uphold the standards expected of Warwickshire County Council employees
- Work 22.5 hours per week
- Have an office base in Warwick town centre but work remotely most of the time
- Receive full training
- Maintain accurate records

Contract overview

The expected starting salary is Scale G point 11. The working pattern is flexible and will be agreed between the post holder and the Virtual School Head. The initial contract will be for two years, but there is potential for this to become a permanent post. The postholder will be informed of this decision before the end of the two-year period.

Working arrangements

The Virtual School team has a base in an open plan office in Warwick town centre. Remote working, with the option to book desks at specified locations, will be usual practice. Attendance at onsite meetings at the request of the Virtual School Head is required but infrequent. Visits to providers or to attend professionals' meetings will involve travel across Warwickshire and beyond.

Job role

As Early Years Education Officer you will be responsible for overseeing a caseload of CLA from the age of two until the end of their reception year. You will monitor and quality assure termly PEP reviews for each child, maintain regular contact with their education settings, attend and lead meetings where Virtual School contribution is required. This could involve problem solving to promote engagement with providers and seeking solutions to promote better SEMH as well as academic attainment and progress, leading to increased success in statutory education.

Liaising with professionals working with CLA (Children Looked After) and CPLA (Children Previously Looked After) is part of the daily duties. You will work with other Virtual Schools, social workers, SEND professionals, EPs and others, advocating for the children on your caseload and for those belonging to colleagues.

You will work with colleagues to plan and deliver training to providers, social workers, parents and carers as required. You will develop the knowledge and understanding to identify best practice and help to move practice forward, based on what works for CLA/CPLA and what works for providers.

Understanding childhood trauma and attachment and how to use this to best effect in education settings is key to being successful in this role.

Monitoring and interpreting data, such as attainment and progress data, ensures that Virtual School knowledge and resources are deployed effectively. You will contribute to the ongoing evaluation and development of the Virtual School and the County Council Education Strategy.

At all times you will be a model employee, upholding Virtual School ethos and philosophy as well as adhering to Warwickshire County Council expectations.

You will need to be able to be independent and flexible whilst being a supportive and proactive team member.