Job Summary

Post Title	Early Years lead	**Pay Grade**	Grade 6
Directorate **Service Area**	Children's services Social Care, Virtual School.	**Line Manager**	Virtual School Head Teacher
Post Number/s (Mandatory for existing posts, If multiple posts state all)	91028676	**If existing post is the post title changing? If yes state both**	Existing title: No change to title (Early years lead) but original job was grade 7 term time only (legacy) and proposed is grade 6 all year round.
JE/GAR reference number (Mandatory for existing posts)	?	**Work Location**	Walton Street offices.
Work style	Any desk	**Job Family & Role Profile**	Learning and Development LD060
DBS Check Required?	YES (Delete as applicable) If YES state level of DBS required: Enhanced with Barring check		
Politically Restricted Post?	No *The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor.* *There are broadly two categories of restricted posts:* *Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.*		

Job Purpose and Job Context
Buckinghamshire Virtual School for Looked After and Previously Looked after children is responsible for promoting and driving the educational attainment and outcomes of children who are looked after from 0 – 25 years. You'll be contributing to raising the standards of educational attainment, achievement and attendance of our early years Looked After children. You will need to be passionate about working with our children, with excellent communication, interpersonal and organisational skills and have experience of working with both early years' education and social care professionals.
Main Responsibilities and Duties

- Responsible for monitoring and tracking the attendance, achievement and Personal Education Plans of the 0-5 cohort of Children in Care.
- Lead Personal Education Plans as directed by the Virtual School Head and ensure SMART aspirational target setting for our children.
- Work with early years leaders and other professionals to remove barriers to accessing education and identify learning and development needs.
- Partner with early years settings, social workers and parents/carers to provide training, advice, support and challenge to settings and other professionals.
- Working in partnership with the Early Years team, Educational Psychology service, School Admissions, SEND etc to support the educational outcomes for our 0-5 cohort as needed.
- Be inspirational for the educational attainment, outcomes and experiences for all children and young people in the care of the LA, whether placed in or out of Buckinghamshire.
- Support transition into Reception and year 1, ensuring implementation and delivery of programmes and activities to the required standards.
- Manage specialist projects or improvement activities or contribute to larger initiatives. Projects are delivered to agreed specification, timescales and budgets.
- Support wider Virtual School initiates, contribute to training and conferences.

Accountability

- If this role manages a budget please state the size of the budget: NA
- If this role monitors a budget please state the size of the budget: £15,000
- How many direct reports does this job have in its reporting line? NA Please also indicate the grade/range of the direct reports and which legacy organisation's terms this relates to. *(e.g., BCC, AVDC, WDC or CSB)*
- How many indirect reports does this job have in its reporting line? None

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	**Provide Job Specific Examples**
Up to 3 months	✓	Completion of high quality Personal education plans (Statutory document)
1 year	✓	Track , monitor and report on annual progress for each child
3-5 years		

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions

- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience ***(taken from role profile to complete)***	**Job Specific Examples**	**Essential**	**Desirable**
Substantial experience of working with children and young people in an education setting.	Knowledge of children in care and the impact of trauma on early years learning and development	x	
Significant understanding of the barriers that vulnerable children experience in education	Some experience of working with vulnerable children in a school, LA or nursery setting.	x	
An understanding of assessments tools used in education and how they are used to measure attainment and progress	Knowledge of Early years curriculum and good goal development.	x	
Understanding of attachment and trauma in children.	Be able to give confident advice to nurseries and preschools.	x	
Knowledge of the SEND processes.	An understanding of special educational needs and the processes		x
Experience of working with Multi agency colleagues.	Working along social care colleagues, health, speech and language and other partners.	x	
Substantial relevant experience of working in the service area / profession, with evidence of work responsibilities appropriate to the role.	Working in a school/early years setting with an area of responsibility.	x	
Good knowledge of service. Understanding of wider sector / external influences.	Understanding of wider children's services	x	
Good knowledge of relevant systems, policies, regulations, professional guidelines and legislation.	Knowledge of Virtual School statutory guidance	x	
Excellent communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand.	Able to engage with and hold to account any early years practitioners you are working with.	x	
Proven ability to undertake and apply research to inform practice.	Bring learning from research to improve your own practice.	x	
Proven ability to build relationships and engage successfully with stakeholder community.	Building successful professional relationships with all parties during PEP meetings	x	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	Be able to work under time pressure and understand the priorities of our vulnerable cohort.	x	

Good ICT skills including use of Microsoft applications and specialist systems.	Use applications to keep accurate records, be confident to learn specialist systems (epep).	x	
Qualifications ***(taken from role profile to complete)***		**Essential**	**Desirable**
Educated to NVQ 4 / degree standard or equivalent in a relevant subject.		x	
Other Requirements		**Essential**	**Desirable**
A full driving license required to be able to carry out the role		x	
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		Yes	
This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent convictions and conditional cautions • All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020 and 2023). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').		Y	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.