



brighterfuturesforchildren.org

Elective Home Education (EHE) Officer

Job Description & Person Specification

Contents

Job Information.....	3
Job Purpose.....	3
Designation of Post within Company Structure.....	3
1. Your role.....	3
Gateway Criteria	5
2. Relationships – who you will work with	6
3. What your performance will be measured against	6
4. Your level of autonomy.....	6
5. Personal Attributes	6
6. Scope of Job (Budgetary/Resource Control/Impact)	7
Special/Other Requirements/Responsibilities of this Post.....	7
Person Specification.....	8
Qualifications & Education	8
Essential:	8
Desirable:	8
Experience.....	8
Essential:	8
Desirable:	8
Skills, Abilities & Competencies	9
Essential	9
Desirable:	9
Additional Working Requirements	9
Essential:	9

Job Information

Post Title	<ul style="list-style-type: none"> Elective Home Education (EHE) Officer
Reports to:	<ul style="list-style-type: none"> Education Access Team Manager
Grade:	<ul style="list-style-type: none"> RG5, SPC 22-28, Gateway at SPC 25 (Term Time only +10 days)
Location:	<ul style="list-style-type: none"> Civic Centre, Reading
Direct reports to the post:	<ul style="list-style-type: none"> None

Job Purpose

Brighter Futures for Children is a not-for-profit company, owned by, but independent of, Reading Borough Council. Although we are independent, we are very much part of the Reading Family. Our people enjoy all of benefits as other Council employees including membership of the Local Government Pension Scheme and continuous service.

We work closely with partners in the local community and key organisations including Reading Borough Council, policy, public health and voluntary groups. We are responsible for the delivery of children's social care, early help & prevention, education services (including SEND). This also includes fostering and adoption, the Youth Offending Service and traded services with schools.

Our main aim is to protect and enhance the lives of the children of Reading. We help families find long-term solutions to ensure children lead happy, healthy and successful lives.

This role will provide operational management of the Elective Home Education (EHE) and responsibilities in liaison with the Education Access Team Manager, and Head of Education Access and Support:

- To carry out all duties and procedures required in fulfilling the Local Authority's statutory duty in relation to Elective Home Education provision in Reading
- Deliver robust EHE and safeguarding practice with multi-agency partners, to ensure all children that are withdrawn from school to home educate are receiving a suitable education
- Support access to education for vulnerable pupils and their families

Designation of Post within Company Structure

You will be line managed by a manager within the Education Access and Support Service

1. Your role

Safeguarding

- Implement robust safeguarding procedures and apply local threshold of need to cases of pupil welfare concerns, making appropriate safeguarding referrals as necessary


- Attend relevant meetings to support the safeguarding of children on the EHE caseload, or that may support the identification or intervention of cases requiring the services involvement e.g. CIN, CP meetings
- Robustly assess risk, and work dynamically with partner agencies to ensure safety for children out of school
- Raising thematic concerns of a safeguarding nature to the Education Access Team Manager and escalate as necessary to the Head of Education Access and Support, including making appropriate referrals

Elective Home Education

- Triage and provide advisory support to EHE queries from members of the public, colleagues and key partners
- Collate and analyse information on EHE through interactions with schools and other stakeholders, tracking provision, escalating issues of a strategic nature to the Education Access Team Manager, maintaining a central register of all children known to Reading who are in receipt of EHE
- Conduct welfare checks and home visits with families to ensure sighting and delivery of children where there are EHE and/or safeguarding concerns for children out of school (including lone working)
- Maintain records for children not receiving a suitable education and support timely reintegration, escalating those of concern to the Education Access Team Manager
- Record and escalate instances of off-rolling with the Education Access Team Manager
- Contribute to meetings with schools, families and partners regarding potential Elective Home Education to ensure informed withdrawal of children from educational settings
- Provide written information (including the intranet and website) about Elective Home Education (EHE) that is clear, accurate and sets out the legal position, roles and responsibilities of both the Local Authority and of parents/carers
- To visit families engaged in EHE and offer advice when requested and as set out in government guidance in policy, including statutory annual contact for each child on the register carrying out an assessment of suitability of education provided as defined by law
- To make additional contact where educational provision is deemed to be inadequate and use agreed systems for alerting relevant bodies where concerns remain about a child's educational provision
- To contribute to the development of the Reading policy, procedures and practice through review, monitoring and self-evaluation
- To represent Reading at Regional EHE meetings / conferences as required
- To work in partnership with schools and partner organisations (e.g. Attendance Support Team, Special Education Needs and Disabilities Team, Elevate, Health) in relation to EHE pupils
- To provide reports and statistics on EHE as requested by the company e.g Councillors and Senior Officers

General responsibilities

- To take reasonable care of your own health and safety and co-operate with management, so far is necessary, to enable compliance with the company's health and safety rules and legislative requirements
- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post

- 
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

Gateway Criteria

- Independently present EHE data and strategy to stakeholders e.g Quality Assurance Improvement Committee
- Conduct an EHE Self-Assessment with relevant compliance areas to review the service provision and plans
- Independently develop the Reading policy, procedures and practice through review, monitoring and self-evaluation

2. Relationships – who you will work with

Internal:	<ul style="list-style-type: none"> • Education Access and Support Teams • Children’s Social Care Teams • SEND & CYPDT Teams • LADO • RBC Exclusion Appeals Team • Performance & Data Team • Youth Justice Service
External:	<p>Develop and promote strong partnerships with:</p> <ul style="list-style-type: none"> • Other LA Safeguarding & CME Teams • Head Teachers, DSLs and other school staff • Parents & Carers • Police • Health

3. What your performance will be measured against

- BFFC compliance with statutory duties outlined in EHE Guidance and Keeping Children Safe in Education
- Effective tracking and compliant contact with those EHE, including ensuring Annual Reviews for pupils with EHCP’s are held within timeframes
- Personal objectives set as part of your continuous professional development

4. Your level of autonomy

- Operational responsibility for EHE and safeguarding case work and tracking
- Managing relationships with schools, parents / carers and partners
- Providing reports as required
- Required to work as part of a team and with external partners as well as using own initiative to deliver objectives

5. Personal Attributes

- | | |
|---|--|
| <ul style="list-style-type: none"> • Honest • Quality-Driven • Caring • Responsible • Respectful • Creative | <ul style="list-style-type: none"> • Confident and assertive • Approachable • Friendly • Uses initiative • Achieves deadlines |
|---|--|



6. Scope of Job (Budgetary/Resource Control/Impact)

This post is crucial to the effective operation of our statutory responsibilities with respect of elective home education.

Manages the data and administration of both these functions in liaison with the Head of Education Access and Support.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	NO
If *, does the post require a check against the list of people barred from working with children?	YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	NONE
Is this post "politically restricted"?	NO
Responsibility for Health & Safety:	YES
Please specify responsibility for implementing the company's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	N/A
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the "Main Duties & Responsibilities" above	Lone working required

Person Specification

Qualifications & Education

Essential:

- Educated to an A-Level standard or equivalent
- Good GCSE or equivalent passes, especially in English and Maths

Desirable:

- Relevant professional qualification (e.g. Qualified teacher status, social work) with membership of appropriate professional body where relevant (e.g. GTC, HCPC) or NVQ level 4 in relevant field (e.g. Education Welfare, Learning Mentor or substantial experience as an Learning Support Assistant

Experience

Essential:

- Communicate effectively orally and in writing with colleagues, families, school staff and other professionals
- Negotiate and plan interventions that meet the needs of vulnerable children
- Relate sensitively to service users particularly in terms of ethnicity, gender and disability
- Prepare and present reports to a high standard for a variety of audiences
- Provide clear professional advice and information to parents / carers, school staff and other professionals including the interpretation of legislation (e.g. EHE)
- Offer appropriate challenge to families, school staff and senior staff members that brings a change in action or attitude
- Manage EHE caseloads and respond appropriately to a wide range of priorities
- Manage time effectively and be accountable
- Be creative and innovative so that service delivery is enhanced
- Use and respond to supervision, and take advantage of training opportunities to maintain skills and knowledge
- Ability to apply reflective learning techniques in the workplace and implement into practice
- Use IT to produce letters and other documents including spreadsheets
- Maintain confidentiality required by Data Protection Act and GDPR

Desirable:

- Experience of explaining the impact of complex legislation to families and school staff
- Experience of assessing needs of vulnerable children and their family situation
- Experience of working within safeguarding and child protection procedures
- Interpret and analyse data



Skills, Abilities & Competencies

Essential

- Knowledge of current Education legislation including School Attendance, Safeguarding and Elective Home Education
- Good working knowledge of child protection and safeguarding processes, procedures and thresholds

Desirable:

- Experience of working with schools and/or in a statutory agency or environment governed by legislation and legal processes

Additional Working Requirements

Essential:

- Job involves working with sensitive and confidential information about children and will be subject to an enhanced DBS check
- Commitment to Equal Opportunities
- Commitment to customer care
- Ability to travel around Reading (car driver preferable)
- Level Two Health & Safety requirements