

Job Description

Position Details

Position:	Education Welfare Officer – Elective Home Education
Directorate:	Children, Young People and Families
Service:	Education Welfare Service
Position no:	New Post
Grade:	6
Hours of work:	16 hours (term time only)
Work style:	Agile Worker
DBS required:	Enhanced Disclosure
Contact:	Lisa Adams
Date:	11/03/26

Politically Restricted? Yes* No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Senior Education Welfare Officer

Responsible for: To provide effective delivery of the statutory and strategic duties in regards to Elective Home Education (EHE) and its underpinning duty to ensure that children concerned have access to an education that is suitable to their age, aptitude and any special educational needs and to contribute to good interagency working.

Principal Accountabilities

1. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. To ensure that referred cases are dealt with efficiently and effectively. Ensure that a high level of service is provided and the safety and welfare of the child is considered at all times
4. To ensure that parents/carers are aware of their rights and responsibilities as home educators
5. To conduct home visits to families who have elected to home educate to find out if a suitable education is being delivered and that child(ren) have appropriate social contact with their peers
6. To run information drop-in sessions for parents/carers already or considering home educating.

7. To work in liaison with colleagues in health and Children's Services to ensure that parents/carers have access to information normally disseminated via schools and colleges.
8. To liaise with schools and other LA services where appropriate and necessary to support the reintegration process of EHE children and young people (CYP) back into schools should they wish to return to mainstream education or to signpost/refer to other services.
9. To manage a substantial caseload and implement plans of casework action with parents and children is essential.
10. To write visits reports following home visits which after appropriate quality assurance checks are shared with parents/carers. To write other reports as required by the Senior Education Welfare Officer
11. To prepare for home visits by investigating available information about the child and family, ensuring that visits to children and families are prioritised
12. Follow Blaenau Gwent processes and procedures, where the education is deemed to be unsuitable
13. To contribute to the collation and analysis of EHE data to identify themes and trends in the Home Education in Blaenau Gwent to share with schools and colleagues and other professionals
14. To contribute to the development of Elective Home Education policy and procedures and ensure their effective implementation
15. To support and participate in inter-agency meetings including case conferences, core groups and JAFF meetings.
16. To serve statutory notices or School Attendance Orders to parents, in respect of children who are known to the area but not registered in school.
17. To fully participate in regular supervision sessions, staff meetings, and in-service training and to be fully committed to your own personal development.
18. To assist in the work of the department as may reasonably be required from time to time.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
Educated to degree level or equivalent	E	A
Experience		
Experience of working with children or young people and their families.	E	A and I
Experience of working with a range of agencies.	E	A and I
Experience of working in a statutory setting.	D	A and I
Experience of working in an education or social work setting.	D	A and I
Experience of having undertaken a planning, monitoring and evaluation role.	D	A and I
Knowledge / Skills		
Understanding of the individual needs of children and young people, their families and schools, and how these can be met within Local Authority policies.	E	A and I
Ability to be effective in a role that discharges the Authority's statutory responsibilities.	E	A and I
Good leadership, interpersonal and communication skills (verbal and written).	E	I
Good organisational skills, including ability to prioritise workload and meet deadlines.	E	A and I
Ability to work independently and demonstrate initiative and sound judgement.	E	A and I
Ability to work effectively as part of a team.	E	I
Ability to promote effective partnership and multi-agency working.	E	A and I
Ability to cope calmly and professionally with confrontational or challenging situations.	E	I
Computer literacy, including use of databases and spreadsheets.	E	A
Knowledge of child protection policies and procedures and ability to apply them in practice.	E	A and I
Thorough knowledge of relevant legislation and court procedures relating to attendance, youth employment and associated matters.	E	A and I
Ability to promote measures designed to maximise school attendance.	E	A and I
Appreciation of the wider welfare needs of children and young people and the impact on engagement and attendance.	E	A and I
Experience of working within an Education Welfare, Inclusion or safeguarding-related service.	D	A
Experience of court work or legal processes relating to attendance.	D	A and I
Personal Attributes		
Self-motivated and proactive, with an innovative and solution-focused approach.	E	I

Calm, resilient and professional when managing conflict or challenge.	E	I
Reliable and methodical, with a strong sense of accountability.	E	I
Collaborative, approachable and committed to positive working relationships.	E	I
Special Working Conditions / Requirements		
Clean driving licence and access to vehicle at all times.	E	A
A genuine respect and regard for young people.	E	I
Flexible approach to working hours, including some evening work.	E	I

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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