



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Elective Home Education Lead Officer
GRADE:	SO1
POST NO:	TBC
JOB TIER:	6 (non-management)
DBS CHECK:	Enhanced
DIRECTORATE:	Education and SEND
SERVICE:	Access to Education

REPORTING STRUCTURE

Reports to:	Head of Access to Education
Direct Reports:	none
Indirect Reports:	none

ROLE PURPOSE:

To lead on the effective delivery of the statutory duties regarding 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.

To provide advice, guidance and professional support in relation to all aspects of Elective Home Education in Hillingdon. To identify, receive referrals for and engage with electively home educated (EHE) children and their families.

To ensure the Local Authority fulfils its safeguarding responsibilities in relation to Elective Home Education.

A. Job Description

1. People Management

- This role has no line management responsibility.

2. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.
- To ensure children and families are placed at the heart of the Service, are treated courteously and fairly and are consulted on all aspects of their service provision and involved in the design of service provision.

3. Operational Service Delivery

- To engage with parents/carers who have expressed an interest or have chosen to educate their children at home, offering advice and guidance. To develop a respectful and supportive relationship with them, although maintaining their understanding of the clear responsibilities and duties of the Local Authority.
- To triage EHE referrals, to work collaboratively and utilise information gathered from different parties, such as parents/carers, colleagues, professionals and the child/young person themselves, to signpost and develop an appropriate conclusion of the education provision.
- To provide pedagogical advice, share resources, feedback and guidance to elective home education parents/carers to support them in providing a suitable and safe education.
- To assess information provided by parents/carers about the education they are providing to determine whether the education is suitable under the terms of section 7 of the Education Act 1996 or whether further improvement or action is required.
- To maintain an up-to-date database of EHE children, analyse data to ensure the needs of EHE children are being met and to produce reports for stakeholders.
- To organise an annual event for EHE families to share good practice.
- To identify EHE children and families who may require more support because of identified concerns such as safeguarding or having a Special Educational Need or Disability (SEND). To support these families by offering advice and guidance,

reviewing and recording the learning, progress, achievement and welfare of the CYP.

- Where there is cause for concern and/or it is identified that children registered to receive EHE are not receiving a suitable education, work in collaboration with Early Help, CME & Senior Access to Education Officers and other relevant professionals, to facilitate appropriate action.
- To act as the 'champion' for children that have a social worker, acting as the representative for Education at multi-agency planning and other meetings.
- 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. To manage a substantial caseload and implement plans of casework action with parents and children is essential.
- To contribute to the development of the Council's Elective Home Education policy and procedures and ensure their effective implementation.
- To follow Hillingdon Council's safeguarding procedures in relation to all safeguarding/child protection concerns.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.
- To work closely with the EHE Support Officer and other members of the Access to Education Team to ensure EHE families are well supported.

5. Financial & Resource Management

- To demonstrate cost-consciousness and identify any cost-effective changes to own way of working.
- To provide support to the Head of Access to Education to provide value for money services within the budget allocation.

6. Service Improvement

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for EHE children, families and other professionals across Hillingdon.
- Set and gain agreement to the monthly Key Performance Indicators for EHE.
- Provide monthly reporting across all KPIs, ensuring that any variances are escalated and addressed.
- Any additional role specific responsibilities

7. Contacts

- Primary contact will be with other officers within the Council, schools and operational and managerial staff in partner organisations.
- Essential to the successful delivery of the role will be effective liaison with partners in education in Hillingdon including schools and Academies.
- Work collaboratively with all members of the team, school and with various departments across the local authority in order to ensure the most effective support and challenge for EHE families.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as required by management.

9. KEY PERFORMANCE INDICATORS

- Fulfil LA's legal duties in relation to identifying and ensuring EHE children receive a 'suitable' education.
- Identifying those EHE children more vulnerable to not receiving a 'suitable' education and ensuring that they and their families are provided with appropriate support.
- Any other role specific KPI's

B. Person Specification

Elective Home Education Lead Officer

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓
<ul style="list-style-type: none"> • Certificate in Education or PGCE with QTS 		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓
<ul style="list-style-type: none"> • Understanding of the legal framework that underpins Elective Home Education • Excellent interpersonal and communication skills and ability to engage with children and young people, parents and carers • Ability to give advice about a range of pedagogical approaches to educating children • Knowledge of educational philosophies • Evidence of working successfully with a range of agencies involved with the welfare and education of young people • Ability to maintain a database, analyse data and write reports 	✓ ✓ ✓ ✓ ✓ ✓	✓
3. EXPERIENCE (describe)	ESSENTIAL ✓	DESIRABLE ✓
<ul style="list-style-type: none"> • Experience of successfully working with vulnerable children and young people and understanding their needs • Experience of successfully working with parents and carers • Experience of working successfully with a range of professionals 	✓	✓ ✓
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL ✓	DESIRABLE ✓
<ul style="list-style-type: none"> • Knowledge of both Primary and Secondary curriculum • Knowledge necessary to enable effective teaching of a range of subjects • Knowledge of the SEND Code of practice • Knowledge expected levels of attainment and progress of school age children • Knowledge of Post 16 pathways • Knowledge of safeguarding procedures • Excellent advisory skills • Excellent diplomacy skills and the ability to engage parents/carers • Good ICT skills 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results		

Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	