

# Elective Home Education Officer Grade 6

## **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

## **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

## **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

## **About the Service**

Insight has evidenced that Staffordshire is a great place to live. Most families are happy, safe and have loving homes, however there are some families who face challenges that mean they cannot thrive in the way they want to.

We are committed to developing a system and a way of working that will enable Staffordshire's children to thrive within their own families and communities by addressing the root causes of difficulties for the whole family at the earliest point.

Staffordshire's Children's Service aims to:

- a. Maximise the achievement of better outcomes for families in Staffordshire using all available resources, effectively and efficiently.
- b. Support safer, healthier, thriving children whose needs are met within their families and communities where it is safe to do so, reducing the need for higher cost, complex interventions.
- c. Provide high quality statutory Children's Service (Staffordshire County Council's children's services are currently rated as "Good" by Ofsted) that only works with those children and families who require this specialist level of intervention.

Our commissioning is focused upon reducing demand. We recognise that our commissioning must be evidenced based and future focused. Whilst the service within the cusp of statutory care is dealing with the issues that are presenting today we expect to commission services, relationships and practice smartly to prevent those issues presenting in the future.

### **About the Role**

To provide an education service for children and their families who have elected to educate their children other than in school. To make certain that parents ensure their children receive a full -time education appropriate to their age, ability, aptitude and any special education needs they may have. To assist them to obtain maximum benefit from this education.

To ensure that all Local Authority statutory requirements are appropriately met.

### **Reporting Relationships**

**Responsible to:** Elective Home Education Lead

### **Key Accountabilities:**

- To act as a children's education advocate and to facilitate the educational partnership between home and Local Authority, by providing support, liaison and negotiation
- Underpinned by our restorative practice model work with children and families to find solutions which enable children to receive a suitable fulltime education in accordance with Section 7 of the Education Act 1996.
- As a member of the EHE team be a key worker for children and families leading on EHE assessments, plans and reviews; and work collaboratively with professionals to support children's educational development and to support the Local Authority in delivering its statutory functions regarding Elective Home Education (EHE) and Children Missing Education (CME).
- To build and maintain working relationships with other professionals across

children's services, to ensure effective multi-agency working with families

- Developing, facilitating and organising family and professionals' meetings, events and groups to ensure home education is delivered in line with statutory services and is both efficient and effective.
- Carry out work outlined within EHE assessment and planning on specific topics with children, families and carers to ensure home education is suitable and to challenge situations when it is unsuitable.
- To undertake flexible, creative and imaginative approaches to offering support to children, young people their families and carers to meet their varying needs.
- To take appropriate action to safeguard children and ensure their welfare needs are met, and to participate in child protection conferences, including making an active contribution to the design and implementation of child protection plans.
- Provide knowledge/expertise in respect of a suitable education and provide witness statements for and attendance at court as a subject specialist.
- To maintain all appropriate records, prepare assessments and reports; and provide statistics as required.
- To be available outside of traditional working patterns including evening and weekends to provide support to children, families, and carers when it is needed.

This post is designated as a casual car user.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme	Criteria	Measured by
 	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>• Experience of working in an education setting / working with schools.</li> <li>• Minimum standard of NVQ 3 in respect of working with children and their families or equivalent.</li> <li>•</li> </ul>	<p>A</p> <p>A</p>
     	<p><b>Experience and Knowledge</b></p> <ul style="list-style-type: none"> <li>• A detailed knowledge of Elective Home Education, including associated legislation and statutory responsibilities</li> <li>• Demonstrate an understanding of effective challenge to discriminatory or inappropriate behaviour</li> <li>• An understanding of, and ability to comply with, Safeguarding Procedures.</li> <li>• An understanding of the key pieces of legislation which govern children’s safeguarding and education.</li> <li>• An understanding and experience of multi-agency working and its role in supporting families.</li> <li>• Must be able to work independently although part of a team.</li> <li>• Must have experience enabling parents and children to take full advantage of the educational opportunities available.</li> <li>• A desire to help young people and parents to identify, address and resolve their barriers to learning.</li> <li>• Knowledge of Children Missing Education statutory guidance and associated policy.</li> <li>• An understanding of how to appropriately signpost or intervene with those families with identified unmet social or health needs.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Must be able to organise own daily work routine and manage a personal caseload; this may include work outside the normal Flexible Working Hours Scheme.</li> <li>• Must have effective written and oral communication skills appropriate to both adults and children; ability to</li> </ul>	<p>A&amp;I</p> <p>I</p> <p>A&amp;I</p> <p>A&amp;I</p> <p>A</p> <p>A&amp;I</p> <p>A&amp;I</p> <p>A&amp;I</p> <p>A</p> <p>A&amp;I</p> <p>A&amp;I</p>

	<p>write clear, concise reports; human relationship skills;</p> <ul style="list-style-type: none"> <li>• Familiarity with computers and a level of computer skills to operate a database and maintain accurate records.</li> <li>• Ability to offer challenge and support to parents and professionals</li> <li>• Able to work to statutory framework and time scales</li> </ul>	<p>I A&amp;I</p>
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300