

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 children's education advocate and to facilitate the educational partnership between home and Local Authority, by providing support, liaison and negotiation; and where conflict arises to find a solution which ensure the child receives a suitable fulltime education in accordance with Section 7 Education Act 1996.
- To support the Local Authority in delivering its statutory functions regarding Elective Home Education (EHE) and Children Missing Education
- To support the EHE co-ordinator in undertaking reviews of provision and supporting parents who wish to begin EHE.
- To liaise and offer advice to schools in respect of EHE policy and practice.
- To build and maintain working relationships with other professionals across children's services, to ensure effective multi-agency working with families

- 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.
- Offer advice and support to parents regarding their statutory duties in respect of education and Local Authority policy and processes.
- To contribute to Early Help activity in respect of education where a child is EHE.
- Acquire knowledge/expertise in agreed area(s) of education practice as agreed with Coordinator /Service Manager Targeted Services in Education
- To maintain all appropriate records, prepare assessments and reports; and provide statistics as required.
- The post holder will carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post.

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
 	Qualifications/ Professional membership <ul style="list-style-type: none"> Experience of working in an education setting / working with schools. Minimum standard of NVQ 3 in respect of working with children and their families or equivalent. 	A A
    	Experience and Knowledge <ul style="list-style-type: none"> A detailed knowledge of Elective Home Education, including associated legislation and statutory responsibilities Demonstrate an understanding of effective challenge to discriminatory or inappropriate behaviour An understanding of, and ability to comply with, Safeguarding Procedures. An understanding of the key pieces of legislation which govern children's safeguarding and education. An understanding and experience of multi-agency working. and its role in supporting families. Must be able to work independently although part of a team. Must have experience enabling parents and children to take full advantage of the educational opportunities available. A desire to help young people and parents to identify, address and resolve their barriers to learning. Knowledge of Children Missing Education statutory guidance and associated policy. An understanding of how to appropriately signpost or intervene with those families with identified unmet social or health needs. 	A&I I A&I A&I A A&I A&I I A&I A&I A

	Skills <ul style="list-style-type: none"> • 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. • Must have good written and oral communication skills appropriate to both adults and children; ability to write clear, concise reports; human relationship skills; • Familiarity with computers and a level of computer skills to operate a database and maintain accurate records. • Ability to offer challenge and support to parents and professionals • Able to work to statutory framework and time scales 	A&I A&I I A&I
--	--	------------------------------------



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