



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

Standard Template

JOB TITLE:	Elective Home Education Officer		
GRADE:	8	SERVICE AREA:	Walsall Children's Services - Education
JOB CODE:			
REPORTS TO:	Business Development & Statutory Services Specialist and Senior Management.	LOCATION:	Education Development Centre (EDC)
SPECIAL CONDITIONS:	None.		

1. Main purpose of the job role:

- To act as an Officer for Elective Home Education
- To support the core statutory functions of the service.
- Support Walsall Children's Service and advise other education sites to develop, implement and sustain their business in the area of Elective Home Education as required.
- To ensure Elective Home Education is developed and delivered within the statutory framework as required, fulfilling the LA responsibilities in this area.
- To provide appropriate advice and guidance to schools, families and other services regarding Elective Home Education.
- Work within the Council's priorities to safeguard children and young people.

2. Role specific duties and accountabilities:

- To be a point of contact and work in partnership with families who have elected to home educate their children
- To provide support and guidance in respect of Elective Home Education
- To deliver services in line with Elective Home Education policies and procedures.
- Direct work with children, families and schools to challenge situations where Elective Home Education may not be in the child/ young person's best interest.
- To work with schools, Walsall Children's services staff and other services to ensure Elective Home Education is delivered in line with statutory services and guidance.
- Provide advice in respect of Elective Home Education as and when required.
- To assess the quality of elective home education provision to ensure it satisfies legal requirements.
- Ensure where appropriate that children and young people, Parents/carers are given appropriate priority in schools and other settings (particularly in relation to early intervention/prevention.)
- To represent Walsall Children's Services to a high standard and offer Statutory advice and guidance.
- Participate with, contribute to and/or lead a range of multi agency / professional meetings which are in connection with safeguarding children and young people who are home educated.

- To liaise and negotiate with other professionals, statutory and voluntary agencies to ensure that the best possible service is provided, including attending relevant meetings on individual children and young people as required.
- Support integrated working practices across Children's Services.
- Provide reports and comparative data in respect of Elective Home Education as and when required.
- To support team management in quality assuring service delivery.
- To maintain accurate and appropriate records in respect of casework.
- To comply with required administrative procedures.
- To have knowledge of the agreed child safeguarding procedures, to attend case conferences core groups for home educated learners.
- To contribute to the process of assessment for special education needs as required.
- Compliance with the Walsall Children's services Equality and Diversity Policy
- To undertake any other duties as directed from time to time, to meet the exigencies of the service.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Elective Home Education Officer (EHE Officer)		GRADE 8
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Influencing skills/ability to offer solutions	I	3
Knowledge of Education Act 1996 & Children Act 1989	A/I	2
Excellent Communication Skills-written and verbal.	A/I	3
Processes of Assessment/Planning Skills	A/I	3
Calm Assertive, Able to deal with difficult situation/ different levels	A/I	3
Ability to communicate with a diverse range of partners and agencies	A/I	3
Ability to engage constructively with, and relate to, a wide range of young people and families/carers from different ethnic and social backgrounds	A/I	3
Holds a full driving licence and has access to a vehicle insured for business purposes	A/I	3
Attendance at Meetings outside normal hours	I	2
Potential in the skills of networking, counselling, facilitating and developing others.	I	2
Act as an advocate for a child	A/I	3
Ability to identify potential barriers to access and jointly engage in strategies to overcome these barriers.	A/I	3
Understands the importance of inclusion	I	3
Understanding of working in a customer focussed environment	I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3

Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.				
Substantial current teaching experience in a school or educational setting			A/I	3
Relevant experience and direct involvement in motivating children and young people with difficulties attending school.			A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
Qualified Teacher Status			A	
Other Essential Requirements				
An awareness of, and commitment to, equality of opportunity			I	3
Awareness of, and commitment to, confidentiality and handling data			I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.			I	3
Prepared by:	Manni Uppal	Date:	01/06//2022	