

Job Description

Job Title	Elective Home Education Officer
Directorate	Children and Young People's Services
Service Area	Education Partnerships
Grade	7
Competency Level	2
Salary	£40,777 – £46,142
Job Type	Hybrid
Location	Cunard Building
Disclosure and Barring Service (DBS)	Enhanced with Child Barred List (Child and Adult Workforce)
Job Evaluation Ref No	

Job Purpose

To ensure the local authority is compliant in its statutory duties in relation to Elective Home Education (EHE).

To ensure children who are electively home educated, have access to an education that is suitable to their age, aptitude and any special educational needs they may have.

Directly Responsible For:

To manage a caseload of children who are electively home educated and ensure appropriate support and advice is made available at the point of referral and for the duration of time the child is home educated.

Directly Responsible To:

Service Manager – Elective Home Education

Main Areas of Responsibility

- To ensure parents/carers are aware of their rights and responsibilities as home educators
- Conduct home visits to assess the suitability of education provision and the welfare of the child, delivered in line with the requirements of national guidance
- To provide advice and guidance for parents/carers who are already, or considering home educating
- To work in liaison with colleagues across the children's workforce to ensure parents/carers have access to information normally disseminated via schools and colleges
- To signpost/facilitate access to other services as appropriate
- Maintain accurate records and update EHE systems, producing reports and data analysis as required
- To work proactively with families, schools and other agencies to ensure education is suitable
- Deliver training and guidance to schools and professionals on EHE procedures and best practice

- Identify and escalate concerns where a child is not receiving a suitable education or where safeguarding issues arise, including initiating School Attendance Orders where necessary
- To provide evidence to the courts when required in respect of the appropriateness of educational provision where parents have not complied with a School Attendance Order when EHE has been determined as unsuitable

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post involves using a computer screen and sitting at a desk for prolonged periods of time. It will also involve business travel related to working with families in their home environment

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here](#).

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to degree standard – teaching, social work or a related field (A)
- English and Maths GCSE or equivalent, grade 4 or above (A)

Experience

Essential

- Experience of successfully working with children and young people and understanding their needs (A, I)
- Experience of successfully working with parents and carers (A, I)
- Experience of working successfully with a range of professionals (A, I)
- Experience of working with schools / educational settings (A, I)
- Experience of managing a large and diverse caseload (A, I)

Desirable

- Knowledge of Post 16 provision
- Experience of delivering support to home educating families

Skills/Abilities

Essential

- Excellent interpersonal and communication skills and ability to engage with children and young people, parents and carers (A, I)
- The ability to work proactively and engage parents/carers (A, I)
- Ability to organise and prioritise work (A, I)
- Excellent written and oral skills (A, I)
- Good ICT skills (A, I)

Desirable

- Developed analytical skills

Commitment

Essential

- A commitment to continuous professional development and best practice (A, I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to an Enhanced Disclosure and Barring Service (DBS) check

Desirable

- Flexibility to work outside of normal hours when required
- Travel within the city for the purposes of business as well as outside the authority on occasion
- Full UK driving licence and access to a vehicle