



## **ROYAL BOROUGH OF GREENWICH**

### **JOB DESCRIPTION**

<b>DIRECTORATE</b>	<b>CHILDREN'S SERVICES</b>
<b>DEPARTMENT</b>	<b>INCLUSION LEARNING AND ACHIEVEMENT</b>
<b>SECTION</b>	<b>ATTENDANCE ADVISORY SERVICE</b>
<b>POST DESIGNATION</b>	<b>ELECTIVE HOME EDUCATION SUPPORT OFFICER</b>
<b>GRADE</b>	<b>SOI</b>
<b>REPORTS TO</b>	<b>ELECTIVE HOME EDUCATION OFFICER - ATTENDANCE ADVISORY SERVICE</b>

### **PURPOSE OF JOB:**

To be responsible to the Elective Home Education Officer for:

1. Supporting the Elective Home Education (EHE) Officer, on behalf of the Royal Borough of Greenwich, in assessing the suitability of the education provision of the children and young people who are EHE and ensuring that all statutory and regulatory duties are met.
2. Where necessary, to use the statutory powers of the Local Authority, taking action, including the initiation of a School Attendance Order, to be imposed upon a parent, who is deemed not to be providing a suitable education provision and/or who is not engaging with the Local Authority.

### **MAIN DUTIES**

1. To make contact with the parents of home educated children and young people, in order to identify any children who may not be in receipt of suitable education provision.
2. To give parents advice on the adequacy of their education provision and signpost how they can get help to improve the education provided, giving written feedback as appropriate.
3. To review, with parents, the suitability of the education provision offered and where this may be unsuitable, to refer to the EHE Officer to make a decision on the appropriate course of action.
4. To support and challenge schools regarding the appropriateness of EHE referrals in the context of illegal off rolling, referring more complex and challenging cases to the EHE Officer.

5. To be responsible for maintaining an accurate and up-to-date database/register on the children and young people electively educated at home, as well as case files containing any information and records, including those supplied by other agencies, as well as contact between the LA and the family.
6. To ensure that safeguarding procedures are followed in respect of children and young people who are EHE, evaluating and assessing needs, risks and quality of education.
7. To attend meetings and panels, including SEND annual review meetings for EHE children and young people with an EHCP, as required.
8. Liaise with relevant agencies when the education offer for those children is unsuitable or where there are safeguarding or child welfare concerns.
9. To support the EHE Officer by gathering statistical data for local information, reports and DfE statutory returns.
10. To support in the creation and delivery of training to school representatives, colleagues, internal and external agencies, to improve the understanding of EHE and statutory obligations.
11. To participate in events to support parents of children and young people who are EHE and encourage engagement.
12. To keep updated on the National Curriculum, home education law, practices and policies through DfE publications, legislation and guidance.
13. To undertake tasks related to case audits and quality assurance activity within the service.
14. To undertake any other work appropriate to the level and general nature of the post's duties.
15. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
16. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
17. To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
18. This post requires an Enhanced DBS and will be supported by Safer Recruitment tools / an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools.
19. The postholder may be required to undertake alternative, additional or ancillary duties from time-to-time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: Elective home Education Officer.

## Person Specification

<b>Job Title</b>	Elective Home Education Support Officer
<b>Grade</b>	SO1
<b>Service/Section</b>	Attendance Advisory Service / Inclusion, Learning and Achievement
<b>Directorate</b>	Children's Services

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

<b>Criteria</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>	
Substantial experience of working with children / young people within a related field.	E
An understanding of guidance, legislation and current initiatives in relation to the education of vulnerable children and young people.	D
Knowledge of recent Government policies and strategies pertaining to DfE EHE Guidance <a href="#">Elective home education: departmental guidance for local authorities</a>	D
<b>Skills and Abilities</b>	
Excellent written and oral communication skills with proven ability of effective communication with colleagues at all levels, parents and children and young people.	D
ICT literate and ability to gather, analyse and interpret data.	E

<b>Experience</b>	
Experience of working collaboratively with other professionals and giving advice and guidance around behaviour strategies.	D
Experience of working with other agencies including schools and supporting services.	D
<b>Equal Opportunities</b>	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E