

Job Description

Job Role: Social Inclusion and Elective
Home Education Officer

Service: Learning and Achievement

Main purpose of the role

Role Structure	Role Details
Directorate:	Children & Young People
Grade:	HC09
Location:	Plough Lane with flexible working
Responsible to:	Education Lead for Safeguarding, Social inclusion and EHE

To work with families, schools and other partner organisations to ensure that children are able to access an education which is appropriate to their needs – addressing issues which prevent individual children from receiving this. Whilst a range of statutory duties must be met within this role, the main aim will be to take a child-centred approach within this framework to broker support required to meet individual need.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Champion children's rights to appropriate education – providing appropriate guidance and challenge to school leaders, governors and other stakeholders including parents/carers to ensure that statutory responsibilities are met. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Support staff within education settings to develop inclusive practice and environments – sharing policy and best practice; especially relating to attendance, exclusion and meeting the needs of children and young people likely to be more vulnerable to achieving 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> Work closely with the behaviour support and educational psychology teams. 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> Work closely with parents/carers, schools/colleges and other professionals to address issues preventing children and young people from accessing full and appropriate education – improving education outcomes. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To assist in the development of strategies, protocols, policies and initiatives to improve pupil behaviour and reduce exclusion. To provide advice and guidance to schools to support an inclusive ethos, practice and the positive engagement of pupils. 	<ul style="list-style-type: none"> As Required Daily



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To promote and advise on the use of national and local guidance relating to inclusion, elective home education, behaviour and exclusion 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To monitor and track all Elective Home Education (EHE) applications, including conducting regular home visits to ensure that the education provided is ambitious and appropriate for all C and YP of compulsory school age (5-16). 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To contribute to the collation and analysis of exclusions, suspensions, part time timetables and EHE data to identify complex themes and trends in Herefordshire to share with schools, colleagues and other professionals. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To provide challenge and support to children, their families and schools when EHE is being considered, helping to ensure that children and young people enter EHE for the right reasons. 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To assist with SAO's (School Attendance Orders) when EHE is deemed not to be appropriate. 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To develop and maintain policy and good practice in Herefordshire for social inclusion and EHE 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To advise C&YP, their families and other agencies regarding Inclusion, exclusions, suspensions, part time timetables and EHE. 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To maintain good administrative and recording systems regarding individual children. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To ensure the appropriate education is delivered that leads to appropriate outcomes for children who have been excluded or are in receipt of EHE enabling them to access the next phase of their education or training and preventing C and YP becoming NEET. 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To ensure that parents/carers are aware of their rights and responsibilities relating to suspensions, exclusions and elective home education via online, newsletters, visits and drop ins 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To work in liaison with colleagues in health and Children's Services to ensure that parents/carers have access to information normally disseminated via schools and colleges. 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To safeguard and ensure the well-being of all children. 	<ul style="list-style-type: none"> Daily

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To liaise with all relevant services within and beyond the Children and Young People Directorate in carrying out the LA's statutory function with regard to exclusions, suspensions, part time timetables and Elective Home Education. This will include regular home visits to monitor the appropriateness of the education for those in EHE, 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To monitor EHE children in terms of safeguarding and child protection and attend and contribute to relevant safeguarding meetings for all children being supported. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To monitor attendance, progress and safeguarding of children not on the roll of a school (educated other than at school) who are in receipt of section 19 funding. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Support the implementation of the early help pathway to ensure that children's and young people's needs are identified, assessed and met in a holistic, effective and timely manner. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Facilitate partnership working between families, education settings, health and social care partners to ensure that the support provided to children and young people meets their whole needs. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To liaise with all relevant services within and beyond the Children and Young People Directorate in carrying out the LA's statutory function with regard to exclusions, suspensions, part time timetables and Elective Home Education. This will include regular home visits to monitor the appropriateness of the education for those in EHE 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To prepare for home visits by investigating available information about the child and family, ensuring that visits to children and families are prioritised 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To conduct home visits to families who have elected to home educate to find out if a suitable education is being delivered and that child(ren) have appropriate social contact with their peers. 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To undertake, at an appropriate level, any other duties deemed to lie within the remit of the post. 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> In partnership with other agencies, especially health, to assist in the development and maintenance of a system to identify EHE children not known to the LA 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> Maintain good records using the chosen LA system regarding the progress, attendance and well-being of individual children 	<ul style="list-style-type: none"> Daily

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To provide training or briefing events regarding Inclusion, exclusion and suspensions, part time timetables and elective home education as required 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> With other colleagues, maintain, review and update as appropriate the Local Authority policies on part time timetables, exclusion, suspension and elective home education 	<ul style="list-style-type: none"> Annually
<ul style="list-style-type: none"> To provide an annual report regarding Inclusion and elective home education plus any other reports as necessary 	<ul style="list-style-type: none"> Annually
<ul style="list-style-type: none"> To attend relevant meetings 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To liaise with regional and national colleagues regarding EHE, exclusions, suspensions and part time timetables 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To work collaboratively with relevant officers and staff across all agencies as appropriate 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To complete FOI (Freedom of Information) requests accurately and within the timescales 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To run information drop-in sessions for parents/carers already or considering home educating. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To write reports for annual reviews for EHCP EHE children and young people and to attend annual reviews, liaising closely with the SEND Team to ensure timely annual reviews. 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> To write visits reports following home visits which after appropriate quality assurance checks are shared with parents/carers. 	<ul style="list-style-type: none"> As Required
<ul style="list-style-type: none"> Support transitions for children who have been permanently excluded, or are at risk of being so, to ensure these are successfully managed and reflect individual needs. 	<ul style="list-style-type: none"> As Required



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> Teaching qualification 	Essential	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Significant teaching experience with some management experience 	Essential	A, I
<ul style="list-style-type: none"> Worked in a role which involved significant multi-agency working (including the voluntary sector) 	Essential	A, I
<ul style="list-style-type: none"> Been involved in training delivery 	Essential	A, I
<ul style="list-style-type: none"> A good understanding of the national guidance and legislation with regard to EHE and safeguarding 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> Ability to relate sensitively and effectively to a wide range of people, including pupils, parents, headteachers and other professionals. 	Essential	A, I
<ul style="list-style-type: none"> A high level of communication skills both written and oral. 	Essential	A, I
<ul style="list-style-type: none"> A high level of personal organisation and effectiveness. 	Essential	A, I
<ul style="list-style-type: none"> 		

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Ability to respond flexibly and to adapt to challenging and changing work situations 	Essential	A, I
<ul style="list-style-type: none"> Commitment to working as a team member and keeping the line manager fully informed. 	Essential	
<ul style="list-style-type: none"> Ability to work effectively under pressure of meeting a range of demands 	Essential	
<ul style="list-style-type: none"> Ability to travel to locations across the county as required. 	Essential	
<ul style="list-style-type: none"> Ability to attend occasional evening meetings. 	Essential	

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.





**Herefordshire
Council**

Responsibility - Taking ownership of



**Spirit of
Herefordshire**

A place to Live, Work & Thrive

individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions.

Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

