

Kent County Council

Job Description: EHE & CME Co-ordinator

Directorate: Children, Young People and Education

Unit/Section: Fair Access

Grade: KR10

Responsible to: County Access to Education Manager

Purpose of the Job:

Facilitate the running of Elective Home Education & Children Missing Education teams, working in partnership with other KCC professionals, Fair Access team members, parents, schools and external agencies, to ensure a professional service delivery.

Track, monitor and review data for reporting purposes of all Children & Young People (CYP) recorded as Missing Education or who are registered to Electively Home Educate. Where it is identified that a CYP is not in receipt of education to work collaboratively with other Fair Access Officers to ensure CYP are placed 'on roll' at an appropriate education provision with minimal delay and/or referred as appropriate to colleagues in preventative services.

Main duties and responsibilities:

- To be the senior officer for CME & EHE, responsible for acting as the advisory professional where clarity is required around the quality of the education provided by families who EHE; facilitating the reintegration for CME & Hard to Place learners in Kent, into identified Education provision(s).
- Responsible for supporting the Local Authority (LA) to meet statutory requirements in regard to the Identification, monitoring and Tracking of all Children Missing Education, & CYP who are registered to EHE. Liaising with the LA Admissions Department to ensure that all pupils are placed within requirements of the In Year Fair Access Protocol, liaising with other LA officers when necessary, to initiate appropriate legal action in cases of non- Co-operation.
- Work in partnership with CY-EPA Officers, Schools and District Panels to ensure every child is in receipt of or offered education provision appropriate to their needs.
- Develop and maintain effective systems for tracking, monitoring and presenting data evidencing the progress of CME & EHE cases to ensure that resources are targeted effectively. Ensure all student and staff records are maintained and are up kept up to date.

- To liaise with Education & Young People Services, schools, statutory and voluntary agencies and members of the public in the identification of Children Missing Education.
- To liaise with other CME/EHE Officers from LA's across the country to ensure pupils are tracked and supported appropriately.
- Facilitate the development of joint agency & partnership working, with CME & EHE linked professionals outside of KCC and through district forums to develop a cohesive service.
- To ensure that the LA's functions are discharged having regard to the need to safeguarding and promoting the welfare of children and young people.
- To provide data, information and draft reports for Senior Managers, Directors and LA Members as required in order to inform Fair Access reporting requirements.
- Be responsible for personal continued learning and development to maintain a commensurate level of understanding of KCC policies and maintaining the necessary skills to use new systems and software when introduced.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council
 Person Specification: EHE & CME Co-ordinator

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Degree Level or equivalent.</p> <p>Professional qualification in an education-related field.</p>
EXPERIENCE	<p>Relevant experience in education, team working and developing partnerships in a multi-agency or multi-disciplinary environment.</p> <p>Experience of managing a team.</p> <p>IT literate with experience of using computers for data entry, Micro Soft Office packages and budget monitoring.</p> <p>Proven skills in dealing with difficult customers and an ability to manage challenging situations.</p>
SKILLS AND ABILITIES	<p>Excellent interpersonal skills will be essential along with strong negotiation skills, and the ability to communicate effectively in writing and verbally. The ability to collect, analyse and draw conclusions from data, and incorporate findings into effective action plans.</p> <p>Self-motivated, able to manage conflicting demands and cope with time pressures and deadlines. Provide a flexible, prioritising, disciplined approach and have the ability to respond and change direction quickly, supported by good problem-solving skills.</p> <p>The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job.</p>

<p>KNOWLEDGE</p>	<p>A sound understanding of education settings and the education processes that help vulnerable children fulfil their educational potential. Ideally this will be demonstrated by practical experience of working within or in school or settings.</p> <p>Good level of knowledge of all Key stages and of other agencies that offer support to Children, young people and families.</p> <p>Knowledge of Safeguarding, Data Protection, legislation around S.E.N.D, CME, EHE and the Schools Admissions Code.</p>
<p>BEHAVIOURS AND KENT VALUES</p>	<ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make