

Kent County Council

Job Description: Elective Home Education Coordinator

Directorate: Children, Young People and Education

Unit/Section: Fair Access

Grade: KR10

Responsible to: County Access to Education Manager

Purpose of the Job:

Reporting to the County Access to Education Manager the post-holder will be the Lead of the Elective Home Education team, 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) who are registered to Electively Home Educate. This will include the post-holder being accountable for collecting and collating EHE data for the purpose of reporting on past and current trends and identifying recurring patterns relating to schools off rolling pupils to Home Education.

The post-holder will work closely with the Access to Education Co-Ordinator in order to produce monthly data relating to the directorate's scorecard.

Main duties and responsibilities:

- Plan and evaluate the work of the within the EHE team to ensure the most effective use of resources. Manage and provide day-to-day development of the team processes in order to ensure a fully motivated and professional workforce to meet Fair Access business objectives. Review and assess individual performance and behaviours through regular one to one meetings and appraisals, and professional development of the team. Align team and individual performance, goals and targets with Vision and Priority targets and Fair Access business plan goals and objectives. Identify any gaps in knowledge or behaviours are addressed through training or mentoring. Keep up to date on processes and procedures in consultation with HR.
- To act as the senior officer for EHE, responsible for acting as the advisory professional where clarity is required around the quality of the education provided by families who EHE
- Responsible for supporting the Local Authority (LA) to meet statutory requirements in regard to the identification, monitoring and tracking of all CYP who are registered to EHE. 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.
- 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 EHE cases to ensure that resources are targeted effectively. Ensure all student and staff records are maintained and are kept up to date.
- To liaise with other EHE Officers from LA's across the country to ensure pupils are tracked and supported appropriately as well as facilitating the development of joint agency & partnership working with EHE link professionals outside of KCC and through district forums to develop a cohesive service.
- Ensure business systems are kept up to date and that all key information about a child or young person is recorded at the time of notification. Update, modify and retrieve data on both manual and computerised systems, analysis and work collaboratively in preparing standard and non-standard reports. Cross-checking data held on different systems to ensure accuracy. Operate an efficient follow-up system, working with Managers and colleagues as a matter of urgency to seek solutions to best ways of working. Use these systems 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.
- Deputise for the County Access to Education Manager (in their absence) and in conjunction with the Access to Education Co-ordinator working with other colleagues as necessary, in order to retain continuity of service delivery especially at peak times of delivery.

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

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Person Specification: Elective Home Education Coordinator

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	Degree Level or equivalent. Professional qualification in an education-related field.
EXPERIENCE	Relevant experience in education, team working and developing partnerships in a multi-agency or multidisciplinary environment. Experience of managing a team. IT literate with experience of using computers for data entry, Microsoft Office packages and budget monitoring. Proven skills in dealing with difficult customers and an ability to manage challenging situations.
SKILLS AND ABILITIES	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. 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. 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.

KNOWLEDGE	<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, EHE and the Schools Admissions Code.</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>