

Kent County Council

Job Description: *Elective Home Education Support and Advice Officer*

Directorate:	Children, Young People and Education
Unit/Section:	Fair Access
Grade:	KSE
Responsible to:	EHE Co-ordinator Term time only

Purpose of the Job:

To provide support and advice to families who Electively Home Educate (EHE) their children and young people (CYP). Monitoring and recording the learning, progress, achievements, and welfare of CYP who are registered with the authority, across Kent, where this is required.

Main duties and responsibilities:

- Initiate contact with parents who register with KCC to EHE and offer to visit parents in order to provide advice, support and guidance; in line with KCC Policy & Home Education Guidance for Local Authorities.
- Appraise, report and update a record of actions, progress and achievement on each CYP registered using the central KCC database. Maintain records for all CYP assigned to caseload, prepare local analysis, complete an activity report for the EHE Coordinator. Recording the onward route for year 11 CYP in accordance with KCC NEET strategy.
- Where there is cause for concern and/or it is identified that CYP registered to EHE are not receiving a suitable education, work in collaboration with Early Help, Child Missing Education (CME), Senior Access to Education Officers, and other relevant KCC professionals, to facilitate appropriate action.
- Explore the options for access / signposting to other Council services and facilities for parents, within available resources, and to also seek to ensure EHE children have appropriate access to services and facilities from other agencies that would generally be delivered via a school.
- Provide reports where possible for colleagues to present at SEN / EHC Plan Annual Reviews, Social Care meetings, Child Protection Conferences, Child in Need meetings and Core Group meetings as appropriate and necessary.
- Proactively aim to foster good relationships with home education organisations, through liaising with local EHE groups and forums.
- To monitor referrals and highlight schools considered to have larger than average numbers of children leaving to EHE and report the findings to senior KCC officers for appropriate action and or investigation.
- Where a family require expert education advice to refer to the EHE Co-ordinator.

- Be proactive in identifying and advertising, through appropriate KCC communication channels, engagement activities for EHE CYP. Ensure that useful information is shared, and families are kept informed of key dates with regard to Kent test, secondary transfer, exam dates and where test centres may be available to parents.
- 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 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 Support and Advice Officer*

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	<ul style="list-style-type: none">• NVQ 3 in a relevant field.
EXPERIENCE	<ul style="list-style-type: none">• Experience of collaborative working.• Experience of recording data using data bases.• Experience of report writing and maintaining a file log.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent interpersonal and communications skills, including listening and observation skills in order to build rapport with adults and children.• Be able to manage one's own time and workload effectively, work calmly under pressure, with the ability to adapt quickly and effectively to change and deal with difficult/sensitive situations.• Excellent IT & report writing skills• Ability to analyse data to inform best practice and service delivery.• Ability to work either alone or as part of a team.• Ability to travel across a wide geographical area, including remote rural locations at varying times.• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge and understanding of relevant government legislation relating to Elective Home Education and possess a broad understanding of methods of Home Educating.• Knowledge and understanding of safeguarding procedures.• Knowledge of relevant codes of practice, (SEN, SAC and CME), local policies, relevant learning programmes and resources.• Knowledge of current school curriculum across key stages.• Knowledge of local EHE groups and activities within the communities.

KENT VALUES AND CULTURAL ATTRIBUTES

Kent Values:

- 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

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making