# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Elective Home Education (EHE) Officer - Early Engagement

# Department: Children’s Services

# Grade: [Single Status 8](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Deputy Service Manager - EHE

# Purpose of the Role:

To provide effective delivery of the statutory and strategic duties in regards to Elective Home Education (EHE) and its underpinning duty to ensure that children concerned have access to an education that is suitable to their age, aptitude and any special educational needs and to contribute to good interagency working.

To work with families and schools, where home education is being considered to overcome potential barriers to learning.

# Key tasks:

1. Ensure that referred cases are dealt with efficiently and effectively. Ensure that a high level of service is provided and the safety and welfare of the child is considered at all times.
2. Ensure that parents/carers are aware of their rights and responsibilities as home educators and those of the local authority via online, newsletters visits and drop ins.
3. 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.
4. Provide advice and guidance to all enquiries from families, schools and professionals, run information drop-in sessions for parents/carers already or considering home educating.
5. 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.
6. Write visits reports following home visits which after appropriate quality assurance checks are shared with parents/carers. To write other reports as required by the Deputy Service Manager for EHE.
7. Prepare for home visits by investigating available information about the child and family, ensuring that visits to children and families are prioritised.
8. Follow East Sussex processes and procedures where the education, following appropriate support and guidance is found to be unsuitable and/or there are safeguarding concerns.
9. Contribute to the collation and analysis of EHE data to identify complex themes and trends in the Home Education in East Sussex to share with schools and colleagues and other professionals.
10. Build a professional network with schools, ISEND services and other professionals to successfully return children to school, where appropriate.
11. Attend school-based meetings to co-produce a child focused plan or update an existing plan that supports access to the named education provision.
12. Offer a set number of personalised school-based support sessions to aid engagement to the named setting.
13. To complete pupil and parent voice to understand the barriers to accessing education.

# PERSON SPECIFICATION

# Essential education and qualifications

* Level 3 qualification in a relevant field or equivalent level experience

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to engage with children and young people, parents and carers, school staff and other professionals
* Developed analytical and ICT skills
* Ability to organise and prioritise work
* Ability to produce detailed written reports.
* Understanding of the legal framework that underpins Elective Home Education
* Knowledge of school systems and procedures
* Knowledge of the SEND Code of practice
* Knowledge expected levels of attainment and progress of school age children
* Knowledge of safeguarding procedures
* Experience of successfully working with vulnerable children and young people within a school setting and understanding their needs
* Experience of working successfully with a range of professionals, parents and carers.
* Experience of contributing to school based, child centred meetings and plans
* Self-motivated
* A commitment to achieving the best outcomes for children
* Professional integrity and confidentiality
* Ability to empathise and understand the challenges faced by others
* Full driving licence and the ability to drive across the county

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Working knowledge of co-producing an Additional Needs Plan or equivalent
* Level 4 qualification in a relevant field
* Knowledge of Post 16 pathways
* Delivering plans with children to overcome barriers to learning.

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |