

## Job Description

**Department:** Children's Services

**Division/Section:** Attendance Service

**Job Title:** Elective Home Education Monitoring Officer

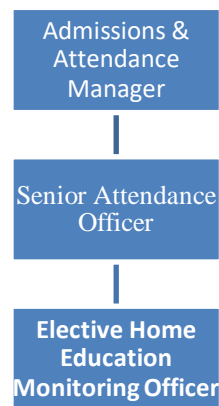
**Post No:** 010416

**Grade:** 9

**Reports to:** Senior Attendance Officer

**Organisation  
Chart:**

Show immediate  
manager and any  
jobs reporting to  
this post,  
including grades.



**CRB Check  
applicable?**

Standard ☐ Enhanced ☒ None ☐

**Is post exempt under the Rehabilitation of Offenders Act  
1974 in respect of declaration of spent convictions?**

Yes ☐ No ☒

**Line Management  
responsibility for:**

**No. of direct reports:** Nil

**No. of indirect reports:** Nil

**Size of budget:**

N/A

**Job Purpose:**

1. To monitor the quality of education provided for children educated at home and to ensure that children are safe;
2. To take action to ensure that the educational needs of children educated at home are fully met;
3. To work with the Attendance Team to develop policies and procedures which support 1.1 and 1.2.

## Main duties and responsibilities

1. Safeguarding and promoting the welfare of children at all times. The EHE officer must be responsive to any actual or potential safeguarding concerns that may emerge.
2. Monitor the quality of education for children who are being educated at home in terms of curriculum provision. The EHE Officer will provide the LA with an assessment regarding the suitability of the education being provided. The EHE will recognise that home educating parents adopt a rich and diverse range of approaches to home education and use of a variety of philosophies and methods.
3. Maintain an updated and easily accessible database of children who are EHE;
4. Produce a comprehensive report, notes of visit for each monitoring visit. There must be a clear and consistent record of all home educated children and the outcomes of the visits by the EHE officer will be RAG- rated and appropriate action recommended.
5. Provide feedback to families and where necessary make suggestions and recommendations for improvement. The EHE will engage proactively with all home educating parents. The EHE will aim to secure engagement with home educating parents and will endeavour to secure mutually agreeable arrangements for the suitability of the provision being made by them to be assessed.
6. The EHE will arrange annual or follow up home visits as appropriate and within timescales.
7. Liaise with schools and other LA services and inter agencies when necessary, including the CME, Social Care and Targeted Support Services.
8. Provide advice to those expressing an interest in educating their children at home. Ensure timescales for this are met and followed up appropriately.
9. Meet regularly with the Senior Attendance Officer with responsibility for EHE and/or the Admissions & Attendance Manager.
10. Provide regular updates and reports to the Senior Attendance Officer and/or Admissions & Attendance Manager as necessary. Written reports will include a judgement over the suitability of the education. Copies of reports must be sent to parents adhering to timescales. The written report will contain recommendations for improvements where necessary.
11. Undertake additional duties as required, commensurate with the level of the post, at the request of the Senior Attendance Officer and Admissions & Attendance Manager.

### Generic Responsibilities:

To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy;

To comply with all Health & Safety at work requirements as laid down by the employer.

### Flexibility Clause:

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:****October 2023****COMPLETED BY:****Libby Walker**

## Person Specification

**JOB TITLE:** Elective Home Education Monitoring Officer      **POST NO:** 010146

**GRADE:** 9      **DEPARTMENT:** Children's Services

**HOURS:** 37 hours

**DIVISION:** Education, Resources and School Improvement      **DIRECTOR:** Chris Baird

**DATE:** October 2023      **COMPLETED BY:** Libby Walker

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of child protection and safeguarding (A&amp;I)</li> <li>Understanding of curriculum requirements and assessment levels from KS1 to KS4 (A&amp;I)</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to assess quality of curriculum and learning (A).</li> <li>Ability to create and maintain an electronic database (A&amp;I)</li> <li>Ability to communicate effectively with adults and children (A&amp;I).</li> <li>Ability to prepare and present reports/records for LA, parents and other agencies.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience as a teacher (A).</li> <li>Experience of holding challenge and support meetings with both children and parents/carers (A)</li> <li>Experience of completing monitoring records (A)</li> <li>Ability to be a lead professional at multi-agency meetings to support and advocate for vulnerable children and families.</li> <li>Ability to manage and prioritise a caseload and respond positively to a wide range of priorities and organise work around team/department priorities.</li> <li>Commitment to the council's equal opportunities policy.</li> <li>Ability to provide clear professional advice and guidance to schools, parents, headteachers and other professionals on all EHE and safeguarding related issues..</li> <li>Ability to communicate effectively both verbally and in writing with a range of</li> </ul>	<ul style="list-style-type: none"> <li>Experience as a designated teacher for child protection (A)</li> </ul>

	<p>professional colleagues and build positive relationships with schools.</p> <ul style="list-style-type: none"> <li>• Ability to build constructive and positive relationships with families by listening, supporting and challenging as required.</li> <li>• Ability to prepare accurate reports of home visits.</li> <li>• Ability to work as a team member to ensure overall service objectives are met.</li> <li>• Ability to work with service users on sensitive and confidential issues.</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• QTS (A)</li> <li>• A Level</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Able to be mobile in terms of visiting homes of EHE children (A)</li> <li>• Current driving licence and daily access to own transport.</li> <li>• Able to work to the PCC Lone Working Policy</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care. (A&amp;I)</li> </ul>	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]