



Cumberland Council

Post Specification

Date	31/01/2024
Post Group Number	8156
Post Title	Elective Home Education Monitoring Officer
Job Family	PCD
Job Family Role Profile	PCD12ii
Final Grade	Grade 12

To be read in conjunction with the job family role profile

Service Area description

Elective Home Education (EHE) is when a parent chooses not to send their child to school full-time but assumes responsibility for making sure their child receives a full-time education other than at school. Some children are electively home educated from age 5 and may never attend school. In other cases, a child may be removed from their school's roll for EHE.

Educating children at home works well when it is a positive choice and carried out with proper regard for the needs of the child. In many cases, elective home education is appropriate, well-delivered and involves considerable sacrifice on the part of parents. Cumberland Council support families and monitor home education.

Purpose of this post

To monitor the quality of education provided for children educated at home and to ensure that children are safe.

To take action to ensure that the educational needs of children educated at home are fully met.

To work with the Attendance Team to develop policies and procedures which support the points above.

Key job specific accountabilities

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 Adviser/Senior Attendance Officer with responsibility for EHE and/or the Admissions & Attendance Manager.
10. Provide regular updates and reports to the Senior Adviser/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. To work within agreed Council policy guidelines, including taking reasonable care of your own health and safety.
12. To ensure that the Directorate is at all times pursuing good individual relations and fair personnel, health and safety, equal opportunity and management practices.
13. To support the Council's core values and corporate standards.
14. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities

- None

Staff Management Responsibilities

- None

Other

- None

Essential Criteria - Qualifications, knowledge, experience and expertise

- Qualified Teacher Status Degree
- Further professional qualification(s) in education (desirable)
- Experience as a teacher
- Experience as a designated teacher for child protection (desirable)
- Experience of holding challenge and support meetings with both children and parents/carers
- Experience of completing monitoring records
- Ability to be a lead professional at multi-agency meetings to support and advocate for vulnerable children and families.
- Ability to manage and prioritise a caseload and respond positively to a wide range of priorities and organise work around team/department priorities.
- Commitment to the council's equal opportunities policy.
- Ability to provide clear professional advice and guidance to schools, parents, headteachers and other professionals on all EHE and safeguarding related issues.

- Ability to communicate effectively both verbally and in writing with a range of professional colleagues and build positive relationships with schools.
- Ability to build constructive and positive relationships with families by listening, supporting and challenging as required.
- Ability to prepare accurate reports of home visits.
- Ability to work as a team member to ensure overall service objectives are met.
- Ability to work with service users on sensitive and confidential issues.
- Understanding of child protection and safeguarding
- Understanding of curriculum requirements and assessment levels from EYFS, KS1 to KS4
- Ability to assess quality of curriculum and learning.
- Ability to supervise staff in maintaining an electronic database.
- Ability to communicate effectively with adults and children.
- Ability to prepare and present reports/records for LA, parents and other agencies.
- Able to be mobile in terms of visiting homes/agreed venues of EHE children/families.
- Current driving licence and daily access to own transport.
- Able to work to the Cumberland Council Lone Working Policy.
- Knowledge and understanding of effective customer care.
- Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Children

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • High emotional demands working with familys
Physical Demands	<ul style="list-style-type: none"> • None
Working Conditions	<ul style="list-style-type: none"> • Lone working, home visits

Other Factors

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