# Job Description (JD)

|  |  |  |
| --- | --- | --- |
| **Post Title:**  Elective Home Education Adviser | | Post No E2527 |
| **Date: 30 June 2011** |
| **Department: Investing In Our Children** | **Division / Branch: Learning Services** | |
| **Section: Closing the Gap** | **Responsible to: School Improvement Manager** | |

|  |
| --- |
| Overall Purpose of this Post:  To assess and monitor the quality of education provided for children educated at home ensuring that the child receives a suitable education. |

|  |
| --- |
| Major Objectives: **These will include, as appropriate, those that reflect key corporate priorities.** |
| 1. Putting the child at the heart of the service, to support children and young people educated otherwise than at school, by assessing and reporting on the quality of their education; recommending improvements where required. 2. Make arrangements to visit and provide guidance for all individuals with parental responsibility who have elected to educate their children at home. 3. Establish and build on effective, relationships with families who elect to educate their children at home, that both understands and is sympathetic to their individual needs. 4. Establish and build on effective, relationships with other relevant sections of Leicester City Council and private/third sector organisations with an interest in the welfare and education of children and young people. 5. To review and update systems and processes related to the Leicester City Council's Elective Home Education visits and their reporting. 6. To ensure that copies of records are kept secure and confidential and be vigilant concerning of the security and confidentiality of all information. 7. To report immediately any safeguarding concerns to the appropriate bodies in accordance with Leicester City Council policies and procedures. 8. To implement and promote Leicester City Council's policies and procedures relating to all areas of employment and service delivery. 9. To be involved in reviews of statements for SEN pupils as necessary or Team around the Family reviews if necessary.   **P.T.O.** |

|  |
| --- |
| **Summary of job tasks:** The tasks listed are, generally, only those taking at least 10% of the postholder's time. |
| 1. Makes contact with families and arranges visits to assess the suitability of Elective Home Education. 2. Undertakes visits to assess the quality of Elective Home Education and prepares summary reports for the family and relevant Leicester City Council services related to the suitability of Elective Home Education, making recommendations for improvement as needed. 3. Maintains records of visits and outcomes and collects data/information as required by Leicester City Council’s management systems. 4. Reports and discusses safeguarding concerns with relevant services in Leicester City Council. 5. Liaises with other Services outside Leicester City Council (such as private and third sector organisations) to support families and children that are undertaking Elective Home education. 6. Works with other Services to review and update policies, systems, processes and information related to Elective Home Education. 7. Reports monthly on progress of visits and Leicester City Council’s participates in performance management arrangements 8. Keeps all information secure and confidential 9. Undertakes continuing professional development to ensure that all training, qualifications and checks essential to the post are kept to date and that knowledge of resources and services to support families are kept up to date. |

| Is this post classified as “politically restricted”, as in the Local Government and Housing Act 1989, either | | |
| --- | --- | --- |
| a) because of Its salary level? *or* | Yes | No✓ |
| b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes | No✓ |

| Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? | Yes✓ | No |
| --- | --- | --- |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Job Requirements:** Essential (E) or Desirable (D). | E/D |
| A. Training & Education | Qualified Teacher Status  Level 3 Local Safeguarding Childrens’ Board Training (or equivalent) | | E  E |

|  |  |  |
| --- | --- | --- |
| B. Experience | Assessing the provision of Elective Home Education  Working with families in their homes  Dealing with difficult situations or aggressive individuals over the telephone or in person  Working with families from a range of cultural backgrounds  Understanding of types of educational provision (e.g. structured, semi-structured, autonomous)  Understanding legal duties related to education provision and guidance/case law related to Elective Home Education.  Working with support services within an Authority and in the private or third sector. | E  E  E  E  E  E  E |

|  |  |  |
| --- | --- | --- |
| C. Equal Opportunity | Must be able to recognise discrimination in its many forms and be willing to put the Council’s Equality policies into practice.  Willing and able to deal with people professionally at all levels and from a variety of backgrounds. | E  E |

|  |  |  |
| --- | --- | --- |
| D. Other Skills | Able to work unsupervised, prioritise own workload and manage time effectively  Able to produce clear and concise reports suitable for sending to families and internally  Able to build relationships with children, families and other Leicester City Council Services and in the private/third sector.  Able to communicate effectively by phone, email and in person and to deliver difficult messages with clarity and consistency.  Confident in dealing with difficult situations to achieve positive outcomes  Familiar with Microsoft office packages  Able to recognise how to reduce the environmental impacts of work  Willing and able to keep up-to-date with relevant legislation, guidelines, and best practice as they change.  Willing and able to keep up-to-date resources, information, and services relevant to children in home educating families. | E  E  E  E  E  D  D  D  D |

|  |  |  |
| --- | --- | --- |
| E.Other Conditions Including any hazardous or environmentally adverse conditions | Must satisfy relevant pre-employment checks  Willing to work flexibly to meet the needs of the service  Willing to travel throughout Leicester to meet the needs of the role  Willing and able to visit people in their homes and other locations in the county/city/local community.  NOTE: This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. | E  E  E  E |