

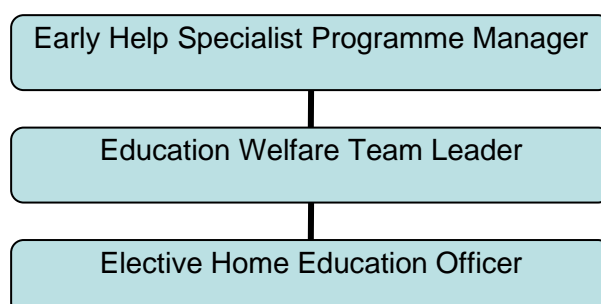
JOB DESCRIPTION

Job Title:	Elective Home Education Officer (30 hrs p/w)		
Directorate:	People	Salary:	FTE £29,093 - £34,314 plus LWA £706 & ECU £963 (pro rata £23,588 - £27,822 plus LWA £572 & ECU £963)
Section:	Early Help & Communities Family Hub	Grade:	BG-H SCP 15 - 24
Location:	The Rowans	Work Style:	Flexible

Key Objectives of the role

- Provide effective delivery of statutory and strategic duties regarding Elective Home Education (EHE), ensuring children in Bracknell Forest are receiving suitable education based on age, aptitude, and special educational needs.
- Ensure compliance with statutory requirements, promptly address safeguarding concerns, referring to appropriate services when necessary and maintain accurate records for all home education provision.
- Foster collaboration and effective communication by establishing and maintaining relationships with statutory and voluntary agencies, multidisciplinary teams, and parents to ensure comprehensive support and high service standards for EHE families.
- Ensure data integrity and compliance by overseeing the registration process, managing data systems, handling sensitive information requests, and submitting statutory reports to support informed decision-making and policy development.
- Gathering evidence and providing written reports on an individual learner's progress and the suitability of education to parents to improve educational outcomes and raise the achievements of EHE children.
- Champion the voice and rights of the child to a quality, suitable and full-time education

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. Assess the suitability of home education through managing a caseload of children, conducting home visits, reviewing written plans and parent reports, providing tailored feedback and resources, and performing statutory follow-ups.
 2. Safeguard and ensure the welfare of children in elective home education by promptly addressing safeguarding concerns, referring to appropriate services, when necessary, maintain accurate records for all home education provision and attending multi-agency meetings.
 3. Manage the registration and data integrity of EHE students by overseeing registrations and removals and updating all relevant data systems.
 4. Deliver training and ongoing professional development by creating and presenting training on EHE policies, engaging in professional development, and staying updated on best practices and EHE law.
 5. Collaborate with multidisciplinary teams to support EHE families by working with health and children's services, liaising with SEND Officers, and participating in SEND annual reviews, ensuring the voices of parents, children, and young people are meaningfully included in assessments, plans, and reviews.
 6. Serve as the named Bracknell Forest contact for EHE queries, supporting parents with administrative and welfare issues, maintaining effective communication, and collaborating with statutory and voluntary agencies to ensure high-quality service and timely updates on health, education, and community initiatives.
 7. Ensure compliance with statutory data reporting by analysing and disseminating EHE data to relevant stakeholders (senior management, schools, and national bodies).
 8. Coordinate and facilitate educational and community events by innovatively facilitating an EHE parent/carer forum, organizing training sessions, liaising with local resources to create unique opportunities for EHE families, managing event logistics, representing EHE at various forums, and fostering a supportive and imaginative community network.
 9. Support post-16 transitions and career development through creative organising of careers events, coordinating with NEET programs, and booking career counselling sessions for post-16 students.
 10. To monitor referrals and highlight schools considered to have larger than average numbers of children leaving to EHE and report the findings to senior officers for appropriate action and or investigation.
 11. Provide comprehensive support and guidance to the Local Authority's schools regarding EHE, including advising school staff, assisting parents, attending meetings, facilitating the reintegration of children into school with transition plans, and liaising with the school admissions team.
 12. Lead on regular education topic related articles for EHE cohort providing advice, guidance, and resources for parents in supporting a varied and exciting education offer. Take an active role in supporting families in accessing support through signposting to other services, resources, provisions and local facilities for parents and children, particularly increasing access to services and facilities from other agencies that would generally be delivered via a school e.g. health, sex and relationship
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education, special educational needs etc.

13. Manage complex cases and legal processes, participating in case discussions, administering Section 437 notices, and ensuring legal compliance.
14. Contribute to strategic policy development and local capacity planning by analysing data trends, developing council policies, and aligning with national guidance and legislative changes.

Scope of role

As a designated free worker, the post holder will have the flexibility to divide their time between Bracknell Forest buildings.

Visits to family homes will be required for this role.

Respond to and support the Local Authority's 39 schools in Bracknell Forest in respect of Elective Home Education.

Work collaboratively with other authorities in respect of Elective Home Education.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Educated to at least a level 4 in education, social work or a related field.</p> <p>A methodical approach to information gathering, recording and reporting.</p>	<p>Demonstrable experience working with children, families, or young people in an educational or welfare setting.</p> <p>Experience working within a local authority or educational setting, preferably in a role related to Elective Home Education</p> <p>Evidence of continuing professional development particularly in relation to SEND and emotional wellbeing and mental health.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Knowledge of the relevant areas within the Education Acts, Children's Act and relevant DfE statutory guidance, in particular Children Missing Education; Elective Home Education statutory guidance' and working together to safeguard children. • Knowledge of alternative education approaches, curriculum frameworks, and resources suitable for home education • Experience of innovative working in collaboration with other partners and key stakeholders • Ability to build positive working and collaborative relationships with partners and stake holders and a range of organisations working with children and young people. • Ability to identify analyse data and identify trends and variances to inform decision 	<ul style="list-style-type: none"> • Understanding of Child Protection procedures and other child related legislation. • Experience of working within a multi-agency framework, in particular with schools and colleges. • Good working knowledge of safeguarding processes, procedures and thresholds. • Experience of organising and leading formal meetings with parents/carers, young people, schools and key stakeholders • Experience of innovative working in collaboration with other partners and key stakeholders • Experience of developing and delivering training.

	<p>making.</p> <ul style="list-style-type: none"> • Able to demonstrate an understanding of information sharing and the relevant guidance / legislation supporting this. • Understanding of and commitment to the requirements of safeguarding children, young people, and vulnerable adults. • Good communication skills / IT skills / report writing, data collection and analysis. • Ability to work under pressure and meet deadlines, prioritise, and plan own workload in the context of conflicting priorities and work on own initiative. • Empathy, sensitivity, and the ability to build trusting relationships with families from diverse backgrounds.
Work-related Personal Requirements	<ul style="list-style-type: none"> • Proactive and self-motivated. • Solution focused and problem solving. • Able to recognise and manage conflicting pressures. • Able to work both collaboratively and independently. • Have the ability to remain calm and yet be assertive when dealing with difficult situations.
Other Work Requirements	<ul style="list-style-type: none"> • A satisfactory enhanced Disclosure and Barring Service check. • This post is exempt from the Rehabilitation of Offenders Act 1974 • The ability to converse easily with members of the public and respond effectively to questions in spoken English • As a designated free worker, the post holder will have the

flexibility to divide their time between working from home, Family Hubs and community facilities as required.

- Flexibility about patterns of working hours which may include evenings.
- The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

