**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Elective Home Education Officer |
| Salary: |  £37,035 |
| Grade: | 10 |
| Hours: | Full time (37 hours per week) |
| Team: | County Attendance Team |
| Service Area: | CEF |
| Primary Location: | County Hall, New Road, Oxford, *Below is an example holding statement but remove if role does not permit agile working**Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | Education Inclusion Manager |
| Responsible for: | None |
| Political Restricted Post: | N/A |

## Job Purpose

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| * To ensure that all duties and procedures required in fulfilling the Local Authority’ Statutory duty in relation to Elective Home Education are met
* To deliver on strategic Objectives in relation to Elective Home Education
* To act as mediator for Schools, Professionals and Parents in matters relating to Elective Home Education to ensure that children leaving schools for EHE are doing so for positive reasons
* To follow safeguarding procedures and refer to the Multi Agency Safeguarding Hub (MASH) or other professionals when appropriate
* To offer and complete home visits alone, with colleagues and professionals to give advice and guidance regarding Elective Home Education and assess suitability of provision including mediation if required
* To maintain records of visits to the highest quality
* To refer to the County Attendance Team for legal intervention such as School Attendance Orders when required
* To provide advice and guidance through the dedicated schools duty line
* To use the Strengths and Needs tool when working with families resistant to accessing education
* To carry out all duties and procedures required in fulfilling the Local Authority’s statutory duty in relation to Elective Home Education primarily, attendance and exclusions as a secondary focus
* To contribute to the outcomes of the Children and Young People’s Plan with regard to achieving positive outcomes for children.
* To promote high standards of work and customer service in all matters connected with the work of the Children, Education and Families Directorate
* This post holder is responsible for ensuring that all County Child Protection Policies are adhered to and concerns are raised in accordance with these policies in relation to EHE, attendance and exclusion.

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## Job Responsibilities

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| *Overview of the key objectives of the job:**This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.* To assist the Local Authority in its Statutory duty with regards to identifying children who are Elective Home Educated
* To assist the Local Authority in its statutory duty to identify children in Oxfordshire who are not accessing a suitable education.
* To act as point of contact on behalf of the Local Authority and ensure that all notifications relating to Elective Home Education are followed up in a timely manner
* To complete home visits if required and ensure that OCC lone working policy is adhered to
* To maintain records of visits to EHE families using the EYES system
* To act as mediator on behalf of the County Attendance Team to support families where Elective Home Education is being considered by working with schools, parents, colleagues and other professional networks
* To refer to the MASH where there are safeguarding concerns and or respond to enquiries
* To support the County Attendance Team in advising school staff and professionals on issues relating to attendance, exclusion, behaviour, reintegration, Children Missing Education and Elective Home Education though the telephone consultation service when required.
* Work with all professionals/multi-agencies to identify those children at risk of harm through gathering and sharing information in line with Child Protection procedures.
* To have responsibility for uploading reports and information in a timely manner, using the County Council’s appropriate databases
* To contribute to the development of Oxfordshire EHE Team Policies, procedures and practice through review, monitoring and self-evaluation
* To develop links with LCSS and other agencies, maintaining working procedures, where appropriate.
* To work in partnership with schools and partner organisations (particularly with the Education, Employment and Training Service) in relation to EHE matters
* To work with attendance and exclusions colleagues assisting with recording and reporting when capacity allows
* To demonstrate a commitment to working within an equal opportunities and Children’s Rights framework.
* To be able to produce data as required
* To be able to produce written reports as requested relating to Elective Home Education
* To contribute to the Elective Home Education web pages.
* To participate in continued professional development, both team and personal, in line with supervision and appraisal agreements and service expectations
* To and undertake such duties relevant to the post as may be assigned by the Education Inclusion Manager

**Addendum**: County Attendance Officer for EHE- in addition to the above this roll will be responsible for:* To use a rag rating system influenced by safeguarding and Child protection.
* To ensure that all young people reported to the Local Authority as being Elective Home Educated are recorded in a timely manner
* Provide Witness statements for legal proceedings if required and attend court on behalf of the Local Authority
* To take part in the duty rota as required
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes, and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| **Educational achievements, Qualification, Training and Knowledge:*** Either relevant social work qualification or demonstrable extensive experience with continuous professional development of working with schools, children and families, and multi-agency colleagues
* Evidence of up to date training in Safeguarding
* Knowledge of Elective Home Education legislation
 | A,I, DA, IA, I |
| **Skills and Knowledge:** * To apply Safeguarding knowledge and follow procedures when required
* Ability to work with school leaders
* Computer literate
* Restorative approach or mediation experience
* Lone working experience in the community
 | AA, IAA |
| **Relevant experience:** * Ability to work to time scales and follow process
* Time management and prioritisation skills.
* Effective risk management
* Customer focus
* Evidence of excellent communication and organisation skills
* Ability to complete clear and accurate case recording
* Ability to attend work regularly and on time
* Able to prioritise demand
 | A, IA, IIA, IA, IA, III |
| **Personal qualities:** * Reflective, resilient, tenacious and flexible
* Active listener, responds to views of others
* Can work as part of a team within a busy environment
* Commitment to inclusion across all work with vulnerable children and their families
* Commitment to the child’s welfare being paramount
* Commitment to own personal and professional development
* Can do, problem solving approach
* Able to build trusting and influential relationships
* Positive, collaborative team member
* Ability to work independently taking accountability of their work with minimal line management supervision
 | A , IIIA, IA, IA, IIIA, I |
| **Special requirements:** * Satisfactory enhanced Criminal Records Bureau disclosure
* Willingness and ability to work some evenings and weekends
 | AA |
| **Equal Opportunities:** * Demonstrable commitment to and understanding of the positive promotion of equality, valuing diversity and anti-discriminatory practice
 | A, I |
| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualification, Training and Knowledge:*** Experience of working in an educational setting or family work
* Experience of working with Children and Families
* Understanding of relevant legislation relating to Children Missing Education, School Attendance, Child performance licensing and Child Employment
* Experience of carrying out home visits
* Experience of undertaking mediation roles between schools and families
 | A, I  |
| **Skills and Knowledge:** * Ability to chair meetings
* Experience of using pupil database systems
* To build and maintain working relationships with colleagues and agencies from within the local authority and across the UK for the purposes of tracking Children Missing Education
 | A, I |
| **Relevant experience:** * Experience of chairing meetings in a multi- agency setting
* Analyse data and identify trends targeting interventions
* Able to use spread sheets and databases effectively
 | A, I |
| **Special requirements:** * Current driving licence and own transport
 | A, D |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

April 2022