

## JOB DESCRIPTION

<b>1.</b>	<b>Service:</b>	<b>Barnet Education and Learning Service</b>
	<b>Location:</b>	<b>Colindale Offices</b>
	<b>Job Title:</b>	<b>Advisory Teacher – Elective Home Education</b>
	<b>Grade:</b>	<b>10- 13</b>
	<b>Post No:</b>	

### **2.0 REPORTING ARRANGEMENTS**

2.1 Reports to the Education Welfare Team Manager

### **3.0 CONTEXT AND PURPOSE OF JOB**

3.1 To ensure the Local Authority fulfils its statutory duties in relation to Elective Home Education

3.2 To provide advice, guidance and a professional lead in relation to all aspects of Elective Home Education in Barnet.

3.3 Ensuring electively home educated children are receiving an effective learning experience.

3.4 Managing the flow of work and frequency of visits in accordance with new referrals and the Elective Home Education Register

### **4.0 PRINCIPAL ACCOUNTABILITIES**

#### **4.1 WORK WITH HOME EDUCATORS**

4.1.1 To provide advice and guidance to home educating parents/carers to support them in providing a suitable education

4.1.2 To assess information provide by parents/carers about the education they are providing to determine whether the education is suitable or whether further action is required

4.1.3 To confirm that the provision for home educated children with an Education and Health Care Plan is suitable to meet the needs identified

- 4.1.4 To meet with parents/carers and children in their homes or other venues by agreement to ensure that the education provided is suitable under the terms of section 7 of the Education Act 1996
- 4.1.5 Following visits, to provide, on behalf of the local authority, detailed reports to home educating parents/carers that includes an assessment as to whether the education provision is considered suitable under the terms of section 7 of the Education Act 1996
- 4.1.6 To identify home educated children who are not receiving a suitable education and refer them to the Children Missing Education Officer for further action

## **4.2 MANAGING THE EHE REGISTER**

- 4.2.1 Maintaining and updating the EHE register through off roll notifications and referrals.
- 4.2.2 Setting review dates for visiting Elective Home Educated children.
- 4.2.3 Using the EHE register to reporting to the Pupil Placement Panel

## **4.3 MULTI-AGENCY WORKING**

- 4.3.1 Attend and contribute to multi-agency meetings and child protection case conferences when appropriate.
- 4.3.2 Be familiar with child protection procedures and work alongside services such as MASH and Social Care to safeguard children's education and well-being.
- 4.3.3 Liaise with the Specialist Education Welfare Officers for Looked After Children and Children Missing from Education.
- 4.3.4 Working alongside the Children Missing School officer to issue School Attendance Orders where appropriate.

## **5.0 WRITTEN AND ADMINISTRATIVE WORK**

- 5.1 Keep accurate and confidential files.
- 5.2 Undertake correspondence.
- 5.3 Prepare detailed reports for the Magistrates' Courts and for other purposes, by making use of available systems.

## **6.0 LEGAL FRAMEWORK**

- 6.1 With support from the Courts' Officer, provide evidence for legal proceedings under the Education Act 1996 against parents who fail to ensure their child is in receipt of suitable education.

## **7.0 SUPERVISION, TRAINING AND DEVELOPMENT**

- 7.1 Prepare for and take part in regular supervision sessions with a senior colleague to ensure effective performance management, as incorporated in the Education Welfare Team Plan.
- 7.2 Attend Whole Service Meetings for the purposes of monitoring, evaluating and disseminating good practice.
- 7.3 Take part in identified training days.

## **8.0 PROMOTION OF CORPORATE VALUES**

- 8.1 Ensure standards of customer care are met in accordance with the Council's Statement of Values. Be aware of the Corporate Plan and how it affects the section.
- 8.2 Ensure that a high level of confidentiality is maintained in all aspects of work.

## **9.0 FLEXIBILITY**

- 9.1 In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

## **10.0 OPERATIONAL REQUIREMENTS**

- 10.1 There is an expectation that all staff in the Education Welfare Team will be available for work during school term times. Apart from occasional days, with the agreement of the Education Welfare Team Manager, the Education Welfare Officer will be expected to take Annual Leave during school holiday times.

## PERSON SPECIFICATION

<b>Service:</b>	<b>Barnet Education and Learning Service</b>
<b>Location:</b>	<b>Colindale Offices.</b>
<b>Job Title:</b>	<b>EHE Advisory Teacher</b>
<b>Grade:</b>	
<b>Reports to:</b>	<b>Education Welfare Team Manager</b>

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
<b>Experience relevant To post</b>	E	A good standard of qualification to degree level (or equivalent) together with qualified teacher status	A/I
	E	Experience and understanding of the education system	A/I
	E	The ability to assess the quality of teaching and learning	A/I
	D	Experience and understanding of local government and other public services as they relate to children and families	A/I
<b>Competencies and Special aptitudes</b>	E	Good interpersonal, oral communication skills.	A/I
	E	Interviewing, assessment and negotiation skills.	A/I
	E	Able to demonstrate problem solving skills	A/I
	E	Understand the problems experienced by young children, especially those in crisis	A/I
	E	Able to work alone under own initiative	A/I

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
	E	Able to work as a team member	A/I
	E	Able to demonstrate a commitment to multi-partnership work	A/I
	E	Able to deal with stressful situations in a physically and emotionally demanding job	A/I
	E	Able to organise workload and appointments	A/I
	E	A high standard of literacy with the ability to produce clear concise written reports and convey information accurately	A/I
	E	Good administrative and record-keeping skills	A/I
	E	Good standard of computer and word processing skills.	A/I
<b>Knowledge relevant to job</b>	E	Demonstrate an understanding of the need to work within a statutory framework	A/I
	E	Knowledge of relevant legislation and Department for Education guidance to inform practice and advise parents, colleagues and head teachers on home education issues	A/I
	E	Prepared to appear in Court and able to command the confidence of the court	A/I
	E	Knowledge of and commitment to safeguarding responsibilities for children and young people	A/I
<b>Education</b>	D	Higher Education	A
	D	Relevant professional qualification	A
<b>Training</b>			

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
	E	Able to accept and understand the need for training and supervision	A/I
<b>Special job requirements</b>	E	Possession of a full, clean driving licence and access to daily use of a vehicle	A/I
<b>Commitment to council's Aims and Values</b>	E	Demonstrate an understanding of and commitment to equal opportunities, anti-discriminatory practice and the need to work non-judgmentally.	A/I
	<b>Key:</b> E = Essential  D = Desirable		<b>Key:</b> A= Application Form I = Interview  T = Test