

Job Title:

Children and Life Long Learning Directorate				
School Improvement Division/ Quality Learning Services				
Position Number	Post Ref	Post Title	Grade	Date
		Elective Home Education Associate Officer		

Responsible for: ELECTIVE HOME EDUCATION

Responsible to: OLAF HINDMARSH

MISSION STATEMENT OF DIVISION

The ensure that the core responsibility of the CLLD in relation to monitoring, challenging, supporting and intervening are carried out to the highest standard.

To promote, encourage and support the highest quality of teaching and learning by providing a wide range of consultancy and training services, including management and curriculum advice to schools.

Job Purpose:

Ensure that children/young people (CYP) that are Electively Home Educated interests are safeguarded, and their welfare promoted: so that they are not at risk of significant harm (ECM).

To

Establish positive working relationships with parents/carers to ensure that CYP educational needs are being met.

Evaluate evidence provided by the parents / carers that their CYP is receiving a suitable education: *to his/her age, ability and aptitude and to any special educational needs he/she may have.*

Why welfare?

Send to the parents/carers and to line manager a copy (in order that this can be saved on G drive & EMS) of the "contact record" which summarizes the matters discussed and any recommendations of the SID representative.

Work on behalf of the child to secure the services of other agencies within the LA i.e. EWS, Connexions, AND, First Response, CAMHS, School / college as appropriate.

Comply with regulations on confidentiality, data protection and FOI legislation.

Work efficiently and effectively within the limited time available.

Ensure that projected workflow and case load is planned for delivered and accounted for.

Accountabilities:

Develop and maintain accurate written records which are safely stored and moderated, so that the team can analyse and plan effectively.

Ensure that all contact details are up to date and inform EMS and excel databases, so that the team is able to keep track of all pupils being electively educated at home.

Collect quality assurance data from each meeting to inform EHE team performance.

Review own progress via the PDR process, so that the team functions effectively and efficiently.

Attend EHE team meetings so that the team functions effectively efficiently and consistently.

Key Tasks for academic year 2006 - 07

- Ensure that contact is made with [numbers of families] EHE families and complete all the associated paper work
- Alert team leader to any issues regarding the education of Children and Young people concerned
- Alert team leader to any safeguarding issues regarding individuals
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