

Job Description

Lead for Elective Home Education (EHE)

Service:	Specialist Teaching Service / Elective Home Education	Team:	Inclusion
Location:	Countywide		
Salary range:	SCP 35-40	Grade:	10 (£41,496 - £46,549)
Reports to:	Senior Manager Specialist Teaching Service	Staff responsible for:	Up to 9

Job Purpose

- Management and oversight of Elective Home Education (EHE) and professional staff to ensure the local authority adheres to the statutory duties aligned with EHE
- To work with settings, partners and families to ensure EHE legislation is understood and adhered to when making decisions.
- To work with families and partners to ensure EHE legislation is understood, communicated across teams and adhered to when making decisions.

Accountabilities/Responsibilities

- The post holder will require good interpersonal skills to provide direction to their team and act as a technical reference to deal with complex escalated issues.
- To provide regular supervision, guidance and support to the team and work collaboratively to ensure clear approaches where challenges arise.
- Provide support for strategic development.
- Implementation of local and national policy.
- They will be involved in decision making and planning purposes to develop preventative support offers and revised EHE processes in Lancashire.
- Review processes and implement changes to ensure clear decision-making processes are in place in line with current and any new legislation.
- Contribute to the analysis and shaping of EHE processes; identifying risks and opportunities, and solutions, and directly feed information and recommendations to the Inclusion Service Senior Managers and Head of Service.
- Ensure arrangements are in place to appropriately support and advise schools and other professional colleagues on matters relating elective home education and other interfacing processes such as Alternative Provision, Attendance and Children Missing Education.
- Ensure all stakeholders are aware of their roles and responsibilities to ensure all children have access to a suitable education.
- Resolve complex problems relating to elective home education and wider partners and teams.
- Have a good understanding of what suitable education is.
- Work collaboratively with schools, a range of LA services and other providers, to implement strategies and effective models that support inclusion and ensure appropriate access to suitable education.
- Track and monitor data indicating vulnerabilities and ensure collaborative working in line with legislation is prioritised.

- Track and monitor elective home education data to identify key trends and areas for improvement.

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification ***Lead for Elective Home Education***

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
<ul style="list-style-type: none"> • Qualified to degree level. • Qualified professional or equivalent with significant relevant experience or; Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant roles Level 3 (or higher) professional qualification in a relevant children's service or equivalent <p>* Qualified Teacher Status</p>
Experience
<ul style="list-style-type: none"> • Experience managing complex operations/functions/services involving vulnerable cohorts of children and young people. <p>* Experience at middle management.</p> <ul style="list-style-type: none"> • Experience working towards agreed service targets and experience contributing to operational and strategic decision making. • Experience of working extensively within an education setting supporting vulnerable groups and developing the educational offer to engage children and young people with education. • Working as part of a team to ensure high quality service delivery within an uncertain environment • Experience of working with children, young people and families in a supportive capacity, including vulnerable groups • Multi-agency working and effective partnership working • Experience of leading and working through periods of significant change.
Knowledge, Skills and Attributes:
<ul style="list-style-type: none"> • Strong analytical, evaluative and problem-solving skills • Project and change management skills • Ability to build and maintain effective networks and relationships • Excellent organisational, time management and ICT skills • Excellent listening and interpersonal skills with the ability to communicate with a range of service users and professionals

- Sound knowledge and understanding of the issues and barriers to education affecting children/young people.
- Detailed knowledge of education legislation and related processes relating to Attendance, Children Missing Education, Elective Home Education and statutory guidance on exclusion and alternative provision
- Knowledge of child and young people's development, especially related to emotional, behaviour, social and medical needs and strategies to support pupils at risk of exclusion

Other essential requirements

- Commitment to inclusion and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post.