



# Elective Home Education Coordinator

Scale point: Grade 6 | Based in Windsor and Maidenhead | Full Time - Term Time

## About the service

The Elective Home Education Coordinator is based in the Education Welfare Service and is responsible for Elective Home Education (EHE) across Windsor and Maidenhead. The team works to support children, families and schools who are considering elective home education in line with DfE guidance. They will manage all referrals efficiently and effectively and will be the main contact for families who are electively home educating their child/ren ensuring the safety and welfare of the child is considered at all times. They will be the main point of contact for Gypsy Roma and Traveller families (GRT), ensuring that they are given appropriate information and making all parents/carers aware of their rights and responsibilities as home educators.

The Elective Home Education Coordinator will be responsible for managing individual case files and ensuring all practice and procedures are up to date with national developments and revise procedures in line with DfE guidance; consulting and advising schools accordingly.

## About the role

The Elective Home Education Coordinator will offer guidance to all known home-educating families in the Royal Borough of Windsor and Maidenhead (RBWM) about their rights and obligations in relation to EHE. They will be responsible for arranging and attending consultations with schools and families in relation to who may be considering EHE. They will build positive relationships with EHE and GRT families in RBWM and work collaboratively with partners and colleagues to ensure that children and young people (CYP) registered as EHE are in receipt of an education and that all Year 11 CYP have a recorded onward destination. The postholder will maintain regular communication with link schools, following up on individual cases, by means of correspondence, home visits and other appropriate measures. They will be proactive in identifying and advertising engagement activities for children and families who are EHE and ensure that useful information is shared, and families are kept informed of key dates with regard to secondary transfer dates, exam dates and where test centres may be available to parents. Where there is cause for concern and/or it is identified that CYP registered to EHE are not receiving a suitable education,

## About you: our role specification

work in collaboration with professionals and services to facilitate as appropriate. The EHC Coordinator will be required to analyse RBWM Elective Home Education data to identify complex themes and trends and provide written reports where required.

### Qualifications

- Education and qualifications equivalent to 3 'A' Levels or above.
- Relevant degree/further postgraduate qualifications or equivalent would be desirable.

### Skills and experience

- Knowledge of child development, the influence of the home and school environment which affects the child's ability to benefit from education
- Sound knowledge of elective home education
- Experience of working with families and children from a wide range of social and cultural backgrounds
- Experience of working with Gypsy Roma and Traveller communities
- Experience of building strong partnerships, maintaining relationships and co-producing solutions to challenges across a diverse set of stakeholders, including children, young people and their families. Advocating the voices of those we are working with.
- Proven ability to effectively use data, intelligence and evidence to create meaningful insight and to inform own decision making.
- Experience of keeping and maintaining records (in accordance with local policy) and producing accurate reports, presentations, written updates to a range of stakeholders (which may include families, children or young people).
- Desirable- Knowledge of the legislation relating to : European Convention on Human Rights, Article 2 of Protocol 1 and Education Act 1996, Section 7
- Desirable - Knowledge of Elective Home Education; guidance for local authorities
- Desirable - Safeguarding knowledge and familiarity with multi-agency thresholds
- Desirable - Knowledge of Disability and Special Education Needs
- Desirable - Ability to assist schools and families in relation to EHE procedures
- Experience of addressing specific equality or diversity issues within your practice with colleagues/service users and taking action to solve them.

### Personal attributes

- A passion for Achieving for Children's vision, mission and values (trust, empower. respect) to support children and young people to live safe, happy, healthy and successful lives.
- Able to use a range of digital hardware or software to support your work effectively i.e. microsoft or Google software.
- Strong organisational abilities including: time management, creative-thinking, problem-solving and multitasking.
- Able to work flexibly and independently with limited management oversight.

*The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or working flexibly across the week to meet the business demands. This job profile is provided for guidance only.*

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## About you: our role specification

- Personal determination, drive, energy and ambition to achieve challenging objectives, celebrate success and deliver excellent outcomes for children using a strength based approach.
- Commitment to resource-sharing and collaborative working within Achieving for Children and across organisational boundaries in the best interests of children and families.
- Good communication and interpersonal skills that are open, honest, persuasive and pragmatic, including excellent negotiation and influencing skills.
- The normal duties of the role will involve travel on a regular basis. It is a condition of employment that staff can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable staff will be required to provide a suitable vehicle

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