

Job Description

Locality Based EHE Advisor

Job Details	
Grade	TBC
Job Number	*(consultation grade - subject to formal evaluation under the Pay Equity Review)
Job Evaluation Number	
Number of Posts	18
Directorate	Children and Families
Division	Thriving Children and Families
Department	Elective Home Education
Service Area	Elective Home Education
Reporting to	Elective Home Education Manager
Job Owner	Sarah Brookes
Date Created	4 Apr 2024
Job Approver	Gurjit Dhanjal
Date Approved	17 Jul 2024

1.0 Portfolio Responsibilities

Provide support and advice to home educating families.
 Assess suitability of education taking appropriate action when the education is unsuitable, .
 Take appropriate action to safeguard children where the need arises.
 Apply child centred approaches when working with partners to ensure home educated children are well supported.
 Implement procedures and processes in accordance with legislation, national guidance, and local policy.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Engaging with parents who register to home educate their children and monitor the quality of provided. Undertake annual assessments regarding suitability education being provided, considering the range of approaches, variety of philosophies and methods used by parents.
Engaging parents and schools at the earliest opportunity for assurance that home education is in the best interests of the child. Explore alternative options where appropriate.
Prioritising safeguarding, promoting the welfare of children at all times. Collaborate with safeguarding partners to facilitate appropriate action. Participate in multi-agency / professional meetings which are in connection with safeguarding, SEND and children with EHCP's.
Contributing to the process of assessment for special education needs as required.
Working at locality level to deliver a range of activities and share useful information. Keeping families informed of key dates regarding secondary transfer, exam dates and where test centres may be available to parents.
Fostering good relationships with home education organisations, through liaising with local EHE groups, tuition centres and forums
Providing support and advice to parents at locality level promoting the principles of delivering inclusive services. Show recognition and understanding of the diverse communities in which they live.
Providing families with a comprehensive report following annual review. Ensure a clear and consistent record of all assessments clearly outline recommendations for improvement where education is deemed as not suitable.
Inputting and maintaining records to a professional standard that are kept up to date. Supporting data analysis and accurate reporting of progress against performance and service objectives.
Participating in regular supervision, My Appraisal Reviews, team meetings and service review / development meetings as required.
Ensuring compliance with legal, regulatory, and ethical requirements such as general data protection regulations.
Undertaking any training and personal development opportunities as required to maintain an effective service.

3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)

Post Title	Grade	Number of Posts

Special Conditions	
Is Safeguarding Check needed?	DBS Enhanced Children

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Education	AF/Q	Have A level or equivalent or Level 4/5
Education	Q/I	Display evidence of continued professional development to update skills and knowledge.
Experience	AF/I	Demonstrate experience of working with children, young people, and families and multi-agency work.
Experience	I	Demonstrate experience of working within education and/or family support.
Experience	AF/I	Demonstrate experience of working with vulnerable children and families within the education welfare, safeguarding and context.
Experience	I	Have a proven track record of successfully making a difference for vulnerable children and young people.
Experience	I/AF	Demonstrate experience of interpreting data to inform work over medium and long-term timeframes.

Experience	I	Demonstrate experience of presenting technical information effectively to a range of audiences.
Experience		Able to work independently using initiative to make decisions referring to senior officers for advice when necessary.
Experience	I	Demonstrate experience of providing guidance on local and national policies and legislation relating to the service area.
Experience	I	Demonstrate experience of liaising with partners from different disciplines to co-produce effective systems that deliver operational impact.
Skills	I	Show experience of working under pressure and dealing with conflicting demands including working to strict deadlines.
Skills	I	Demonstrate good practice in casework and community-based interventions.
Skills	AF/I/WBE	Show competence in the use of various IT systems including Excel, databases, and presentation software.
Skills	AF/I	Act to safeguard children, using knowledge and sound judgement to protect children from harm. Ensuring appropriate and timely action is taken when necessary. Works collaboratively with colleagues and other agencies to achieve this aim.
Skills	AF/I/WBE	Able to build and maintain

		eBecgve relagonships with stakeholders. Demonstrate eBecgve interpersonal skills with people at all levels and from a wide range of backgrounds.
Skills	I/WBE	Able to persuade and inLuence individuals and groups on issues of complexity and sensivity. Uses a range of techniques to achieve acceptable solugons and compromise. Listens well
Skills	I	Able to communicate eBecgvely across a range of contexts. Create and deliver concise, engaging and accurate informagon to a range of audiences. Adapngng style and content to needs of the audience and checking understanding.
Skills	I	Able to understand and interpret complex wriNen reports and policy documents and to evaluate the arguments.
Skills	AF/I	Able to eBecgvely plans and priorigse work to ensure deadlines are met . work to robust procedures to meet statutory obligagons and performance objecgves.
Skills	I	Demonstrate commitment to maintaining accurate, up to date and accessible records.
Skills	I	Show respect and understanding of diversity and values individual diBerence. Treats all people fairly and appropriately in line with the Equality Duty 2010.
Skills	I	Able to proacgvely seek to reduce health and other

		inequaliges of disadvantaged groups. Raises awareness of the benelts of diversity and build acgve commitment to ensure equality of opportunity.
Skills	I	Able to speak appropriate standard of spoken English as covered by Part 7 Immigragon Act (2016).
Training	I	Demonstrate commitment to training and Professional development.

All staB at BCC understand and are commiNed to Equal Opportuniges employment and service delivery.

As a Disability Conident CommiNed Employer, we take posigve acgon to ensure people living with a disability or a long-term health condigon feel supported, engaged, and able to fulll their potengal in the workplace. People with a disability telling us on their applicagon form they wish to pargcipate in the scheme and who can then demonstrate in their applicagon that they meet the essengal criteria for the role will be shortlisted and oBered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an invesggagon into child abuse or a safeguarding adult's invesggagon is necessary.

The Council is commiNed to safe recruitment pracgces and recognises that this lts into an overall corporate approach to safeguarding across a range of funcgons that need to operate together in order to be eBecgve. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated posigons.

The Council's safe recruitment process includes pre-employment veAng which involves establishing full employment histories; proof of idengty; sagsfactory references; health assessment; checks of qualilcagons; asylum and immigragon checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promogng the welfare of all

children/young people and adults in its area. All BCC employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.