



# RUTLAND COUNTY COUNCIL

## JOB DESCRIPTION

**Position Title:** Inclusion Support Officer – Elective Home Education

**Grade:** SO2

**Directorate:** Children and Families

**Department:** SEND, Inclusion and Learning

**Responsible to:** Senior Coordinator – Inclusive Learning

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### **Purpose of the Job:**

To support the Council in the implementation of its statutory duties in relation to the education of children and young people who are electively home educated (EHE).

As named contact for EHE at Rutland County Council (RCC), the postholder will work with partners and educators to ensure that children who are EHE are identified in a timely manner and work with families to build a supportive relationship which allows them to engage positively with RCC and maintaining contact with families in line with our policy.

The postholder will assess EHE provision in line with Section 7 of the Education Act 1996 to ensure that children who are being electively home educated by their parents have access to appropriate support and that their provision is suitable. Where provision is deemed unsuitable, they will work with families over an improvement period and take action where required to ensure that children receive their educational entitlement.

### **Main Responsibilities**

- Deliver the Council's statutory responsibilities to secure the effective education of children and young people in Rutland in accordance with the Education Act and Education Regulations.
- Working with education providers, partners and parents, ensure children maintain their education entitlement, in line with current DfE legislation and the Council's policy and guidance pertaining to children electively home educated and Children Missing Education.
- Meet with families to discuss the education they are providing and assess the suitability of the education in line with Section 7 of the Education Act 1996. Communicate outcomes of reviews clearly with families.



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- Manage communication and be a specific point of contact for families when children are EHE, continuing to build and maintain positive relationships that the local authority has built with EHE community
- Provide advice and guidance to parents who are considering to EHE, provide information of relevant community groups and resources to support their arrangement.
- Keep robust, clear records and update the monitoring system to track EHE children to ensure that contacts with families and reviews are completed within identified timeframes.
- Collect and maintain up to date service data including the management of relevant service databases and to support the submission of statutory information returns and performance data accurately and within deadlines.
- Act where education is unsuitable; discuss this with families and work with them to give a clear understanding of improvements needed. Where education remains unsuitable, follow the legal process of school attendance orders to support children to receive their educational entitlement.
- To collate and prepare court papers, statements and exhibits and to attend Court as a Professional witness, when a School Attendance Order is necessary to ensure the child/young person is able to receive their full education entitlement.
- Ensure that EHE policy remains up to date and in line with national guidance. Develop information which is accessible to schools and families to explain EHE, inform of RCC processes and provide an avenue for contact from families.
- Have up-to-date knowledge of legislation and guidance in relation to safeguarding children and act upon this accordingly; working closely with other services such as family help and social care where appropriate and be curious of illegal school arrangements and report concerns when necessary.
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.



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- Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
- This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

### **Behaviours and outcomes**

Work collaboratively across services and partners to ensure a joined up, consistent service that adds value.

Be ambitious for children and families that choose elective home education and champion best practice across children's services and schools to ensure that processes are understood to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.



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### JOB REQUIREMENTS

#### QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to degree level or equivalent level professional qualification in a relevant education, SEND or children and family field.	A/DE

Desirable	Method of Assessment *

#### EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of working in children's or education based services providing direct support to children, young people and families	A/I

Desirable	Method of Assessment *
Experience of supervising staff and providing case guidance and supporting professional development.	A/I
Experience of partnership working with education providers and other relevant organisations to ensure children have access to appropriate support and advice.	A/I
Experience of developing and implementing operational processes and protocols within an education environment or children's based service.	A/I
A sound knowledge, understanding and experience in applying appropriate legislation and national policy for children services, including the Children's Act, Education Act and Children and Families Act.	A/I
Excellent knowledge and experience of using ICT packages, including using electronic case management systems, spreadsheets, databases, and Microsoft Office.	A/I



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### **SKILLS**

Essential	Method of Assessment *
A passionate individual who is committed to the inclusion, protection and safeguarding of children.	A/I
Strong partnership working skills with an ability to influence and broker relationships between families and education providers to achieve positive educational outcomes for children and young people.	A/I
A problem-solving attitude and an ability to bring a range of services, interventions and creative solutions together to bring about change.	A/I/T
An effective communicator who can hold challenging conversations in the interest of children and families.	A/I
Ability to write effectively and to develop clear and concise plans and reports.	A/I/T
Good analytical skills with an ability to digest and present a range of information including data analysis and reporting.	A/I
Highly organised with good time management skills and the ability to prioritise work effectively.	A/I
Ability to use own initiative working within defined boundaries	A/I

Desirable	Method of Assessment *

### **EQUALITY AND DIVERSITY**

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I



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### OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

\* **A = Application Form**    **D = Documentary evidence**    **I = Interview**    **T = Test**

### STRUCTURE

To be confirmed

**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
17/10/2024	No	Andrea Tyler, Senior Coordinator – Inclusive Learning