



## Your job

**Job Title: Elective Home Education (EHE) Officer**

**Service: Inclusion Service, Attendance Team**

**Grade: 5**

**Reporting to: EHE/CME Manager**

Within the Elective Home Education (EHE) and Children Missing Education (CME) Team, you will act as the Local Authority Officer for children who are electively home educated by their parents. This includes undertaking home visits to assess the suitability of the educational provision and producing detailed written reports outlining your findings. Where provision is deemed unsuitable, you will escalate concerns to the Team Manager.

You will work in partnership with colleagues across Children's Services, schools, and wider partners, ensuring alignment with the key priorities of the Attendance Strategy and the wider Excellence in Education Strategy.

Under the direction of the EHE/CME Manager, you will effectively manage, review, and monitor your caseload to ensure that provision remains appropriate and that reviews are completed in a timely manner. You will operate across safeguarding thresholds and in conjunction with any existing support plans for the child or young person.

You will apply relevant legal frameworks and statutory guidance to ensure that parents and carers fulfil their responsibilities. In addition, you will work collaboratively with schools and professionals across Children's Services to ensure clear and coordinated actions are in place.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

On an ongoing basis you will:

- Effectively implement, review, and monitor your caseload to ensure reviews take place in a timely manner.
- Work in partnership with teams across children's services, schools, and wider partners.
- Always work in partnership with children and families to ensure they are supported with the most appropriate intervention and challenge if necessary.
- Alongside wider services plans: Early Help, Child In Need and Child Protection develop attendance action plans with children and their families underpinning the legal framework to ensure parents and carers are held accountable if timely improvements are not made.
- Maintain electronic case files and gather evidence using electronic recording systems.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

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## **In this job you will need:**

You must be able to demonstrate the following essential requirements:

- Have a recognised professional qualification in a relevant field such as Education, Social Work, Youth Work, or law and/or significant proven relevant experience.
- Have significant experience of working with children, young people and their families.

- Have sound knowledge of the guidance from the Department for Education in relation to Elective Home Education and Children Missing Education.
- Have sound knowledge of the Early Help and Prevention, and thresholds of need relating to support from children’s social care.
- Have sound knowledge and experience of legal proceedings in accordance with the Education Act and associated legislation.
- Have a sound knowledge of legislation relating to Safeguarding in Education and Pupil Registration regulations.
- Knowledge and experience of assessing children’s progress inline with age related expectations and the national curriculum.

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## Our Culture

For us, it’s not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”