



Your job

Job Title: Enhanced EHE & CME Officer

Service: Elective Home Education & Children Missing Education

Grade: G9

Reporting to: EHE & CME Manager

Wigan Council is seeking an experienced and motivated professional to join our Elective Home Education (EHE) and Children Missing Education (CME) Service as an Enhanced EHE & CME Officer.

This is a senior operational role in which you will lead on complex casework, provide professional oversight and support to colleagues, including delivering training, and contribute to the effective delivery of our statutory duties to ensure that all children receive a suitable education or tracked to end statutory duties.

You will play a key role in strengthening practice, driving service improvement, and working collaboratively with schools, families, and multi-agency partners to safeguard children and promote positive outcomes for children and young people.

This is an excellent opportunity to work in a fast-paced environment where strong organisational skills are essential. This newly created role reflects the increasing demand within the service and the expansion of statutory responsibilities.

To support the needs of the service and the wider team, the postholder will be required to work from the office a minimum of two days per week

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.

In this job you will:

In the next 12 months, you will:

- Develop a detailed and confident understanding of statutory duties relating to Elective Home Education, Children Missing Education and school attendance enforcement.
- Provide enhanced operational support to the EHE & CME Manager
- Establish yourself as a senior practice resource within the team, supporting colleagues with complex casework and decision-making.
- Strengthen partnerships with schools, Social Care, Early Help, Legal Services and wider agencies.
- Support the development and embedding of policy updates and practice changes arising from national legislation and guidance.

On an ongoing basis you will:

- Act as the local authority officer for children, young people and families where statutory intervention for non-school attendance has been identified within the EHE and CME service.
- Hold and manage a complex caseload, including enforcement-related activity.
- Line manage and supervise designated EHE and CME officers, including:
 - Allocation and oversight of casework
 - Providing professional supervision and guidance
 - Supporting performance management, development and wellbeing

- Ensuring consistent and high-quality practice interventions.
 - Reviewing and recording management oversight outcomes for home education visits or education reports.
 - Supporting induction of new team members.
- Under the direction of the Team Manager, implement, review and monitor cases to ensure plans are appropriate, robust and child-focused.
- Apply the legal framework to hold parents and carers to account where a suitable education is not in place, including:
 - Managing School Attendance Order (SAO) cases
 - Supporting school admission meetings
 - Representing the local authority at court where required
 - Work confidently across safeguarding thresholds and alongside existing plans including attending meetings for Early Help, Child in Need and Child Protection plans, to ensure children receive suitable education without delay.
 - Provide enhanced oversight, guidance and professional challenge to front-line officers on complex EHE and CME cases.
 - Attend and contribute to multi-agency meetings, representing the education perspective and ensuring education remains a priority.
 - Support in compiling data and reports for Educational leadership meetings as required.
 - Assess the suitability of education in line with national EHE guidance and evidence of progress.
 - Use available local authority and national systems to track children:
 - Back into school or suitable education
 - Or where children have moved out of borough
- Contribute to service-level quality assurance, audit activity and performance monitoring.
- Analyse casework and service data to identify themes, trends and areas for improvement.
- Maintain accurate, timely and legally robust electronic case records.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.
- Undertake Home Education visits as required to support demand.

In this job you will need:

You must be able to demonstrate the following essential requirements:

A recognised professional qualification in a relevant field (e.g. Education, Social Care, Youth Work, Law) or significant relevant experience.

Substantial experience of working within Elective Home Education, Children Missing Education, attendance or safeguarding services.

Experience of line managing staff, including supervision, performance management and staff development.

Strong working knowledge of legislation and statutory guidance relating to:

- Elective Home Education
- Children Missing Education
- School attendance and enforcement
- Safeguarding in education

Experience of managing complex casework, including statutory and legal interventions.

Ability to provide professional leadership, oversight and challenge to colleagues.

Experience of contributing to quality assurance, audit or service improvement activity.

Strong organisational, analytical and decision-making skills.

High-quality written and verbal communication skills, including report writing and court preparation.

Commitment to continuous professional development and reflective practice.

Ability to demonstrate TeamWigan behaviours.

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.

Be Positive

“ Take pride in all that you do and support and develop yourself and others. ”

Be Accountable

“ Be responsible for making things better, enabling change and supporting improvement. ”

Be Courageous

“ Be open to doing things differently and working collaboratively with others. ”

Be Kind

“ Be helpful, generous and thoughtful towards yourself and others. ”