

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

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| Job Title: | Elective Home Education Caseworker | JEID | L0492 |
| Salary Grade: | Grade H | | |
| Team: | Access to Education | | |
| Service Area: | Education Services | | |
| Primary Location: | Agile Working / Shire Hall | | |
| Political Restriction | This position is not politically restricted. | | |
| Responsible to: | Team Manager for CME/EHE | | |
| Responsible for: | N/A | | |

Role Purpose

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| To provide advice, guidance and professional support in relation to all aspects of Elective Home Education |
| To identify, receive referrals for and engage with electively home educated (EHE) children and their families. |
| To provide effective delivery of the statutory duties in regard to Elective Home Education (EHE) and its underpinning duty to ensure that children concerned have access to an education that is suitable to their age, aptitude and any special educational needs. |
| To ensure the Local Authority fulfils its safeguarding responsibilities in relation to Elective Home Education. |

Role Responsibilities

- To engage with parents/carers who have expressed an interest or have chosen to educate their children at home.
- To provide advice, share information, feedback and guidance to elective home education parents/carers to support them in providing a suitable and safe education.
- To develop a respectful and supportive relationship with parents/carers and their children, as well as maintaining their understanding of the clear responsibilities and duties of the Local Authority.
- To triage EHE referrals, including lateral checks, to work collaboratively and utilise information gathered from multiple agencies and teams, colleagues, schools and any other relevant professionals.
- To maintain contact with families to include home visits, virtual visits, telephone calls or written communication.

- To assess information provided by parents/carers about the education they are providing to determine whether the education is suitable under the terms of section 7 of the Education Act 1996 or whether further improvement or action is required.
- May be required to attend CIN/CP meetings as an education representative when a child or young person is open to children's services, or to submit a report for this purpose.
- To manage a caseload and use the local authority's Management Information System to ensure records are kept accurately and maintained.
- Where appropriate implement plans of casework action with parents and children in line with service criteria, working to agreed deadlines.
- To escalate cases where necessary through the appropriate channels including working towards the contribution of evidence for the issuing of School Attendance Orders.
- To contribute to the development of Warwickshire County Council's Elective Home Education policy and procedures and support effective implementation.
- To follow Warwickshire County Council's safeguarding procedures in relation to all safeguarding/child protection concerns.
- Any other duties and responsibilities within the range of the salary grade.
- To work with a high degree of independence and be a representative of the local authority.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

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| Excellent communication skills, verbal and written, with a minimum of Grade 4 / C GCSE English and Maths or equivalent | A, I, T, D |
| Ability to work effectively with children and their families. | A, I |
| To demonstrate knowledge of and commitment to safeguarding responsibilities for children and young people. | A, I, T |
| The ability to manage complex and challenging situations as well as demands. | A, I |
| As a representative of Warwickshire County Council contribute to the work of the service, maintaining a customer service focus in line with the Council Plan. | A, I |
| To demonstrate excellent organisational skills, good attention to detail, accurate case recording and be able to prioritise your workload effectively. | A, I |
| To be able to work independently and as part of a team | A, I |
| To be able to travel independently across the County and undertake home visits and meetings | A, I, D |
| Work in line with requirements of confidentiality and data protection, and deal appropriately with sensitive material | A, I |
| A commitment to undertake ongoing training and development. | A, I |
| A commitment to equal opportunities and anti-discriminatory practices. | A, I |

Desirable Criteria

Assessed By:

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| Awareness of current national agendas such as Early Help, Prevent Agenda, all areas of Child Criminalisation, FGM and Forced Marriage | A |
| Experience of working with families | A |
| To have knowledge and understanding of relevant legislation and Department for Education guidance to inform practice and advise parents and school colleagues on home education issues. | A |

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

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| <input type="checkbox"/> Provision of personal care on a regular basis | <input type="checkbox"/> Driving HGV or LGV for work |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis | <input type="checkbox"/> Restricted postural change – prolonged sitting |
| <input checked="" type="checkbox"/> Lone working on a regular basis | <input type="checkbox"/> Restricted postural change – prolonged standing |
| <input type="checkbox"/> Night work | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching |
| <input type="checkbox"/> Rotating shift work | <input type="checkbox"/> Manual cleaning/ domestic duties |
| <input type="checkbox"/> Working on/ or near a road | <input type="checkbox"/> Regular work outdoors |
| <input checked="" type="checkbox"/> Significant use of computers (display screen equipment) | <input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults |
| Undertaking repetitive tasks | <input checked="" type="checkbox"/> Working with challenging behaviours |

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| <input type="checkbox"/> Continual telephone use (call centres) | <input type="checkbox"/> Regular work with skin irritants/ allergens |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks | <input type="checkbox"/> Work with vibrating tools/ machinery |
| <input type="checkbox"/> Work involving food handling | <input type="checkbox"/> Work with waste, refuse |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids | <input checked="" type="checkbox"/> Face-to-face contact with members of the public |
| <input type="checkbox"/> Other (please specify): | |