

Title Senior Professional Practitioner Elective Home Education	Department CFCS Education Learning and Skills, Access and Partnership, Fair Access Team	Post Ref.
Job Purpose <ul style="list-style-type: none"> To fulfil statutory functions and processes connected with elective home education, children missing education and admissions, for early years and statutory school aged children and young people. To work closely with the place planning and admissions and other specialist officers to support access to education for vulnerable groups of children, preventing children from becoming 'missing from education' and commissioning educational provision for those children and young people missing from education for whom a mainstream place would be temporarily inappropriate, thus ensuring that Nottinghamshire County Council fulfils its statutory functions. To work closely with the place planning and admissions and other specialist officers to ensure the implementation of the locally agreed statutory Fair Access Protocol across Nottinghamshire which ensures that all children and particularly vulnerable groups are on a school roll, thus contributing to safeguarding. 		
Key Responsibilities <ol style="list-style-type: none"> To ensure that current demographic knowledge is applied in a designated district to ensure that short term, medium term and long term strategic planning is robustly undertaken thus securing a sufficiency of early years and school places for approximately 180,000 children and young people across the county. This will include interpreting and analysing pupil projection data in terms of electively home educated pupils maintaining a wider knowledge of the local context such as demographic changes, changes on school popularity, change of school status including academisation and the increase of an academy trust in a designated district, implications of national policy on the creation of new schools such as Studio Schools, Technology Colleges and Free Schools. 	Key Accountabilities <p>Accountable to the Team Manager for Fair Access</p> <ol style="list-style-type: none"> It is a core responsibility of this role to ensure that elective home education data and wider information supports strategic place planning at both district and county levels within an increasingly complex context where the County Council retains statutorily responsibility for ensuring sufficiency of early years and school places This post includes accountability to ensure that the LA is aware of all children within Nottinghamshire who are electively home educated. 	

<ol style="list-style-type: none"> 2. To maintain a detailed and comprehensive understanding of elective home education so that information provided to Elected Members is detailed, accurate, and legally compliant so that they can fulfil their legal duty. 3. To provide accurate data and information gathered from fair access partnership working, schools and parents to inform legal and planning colleagues so that negotiations around section 106 and CIL contributions from developers are sufficient to meet the increase in demand for school places as a result of house building. This is a high risk area for the County Council as failure to ensure the accuracy of both the projection and field knowledge could result in a reduced financial contribution from developers and a subsequent significant shortfall in the budget for building a required new school or an extension to an existing school. 4. To lead on implementing statutory processes in relation to elective home education on behalf of the County Council as required. 5. To be the responsible officer for preparing and presenting the County Council's case at fair access and school behaviour partnership panels for specific districts in accordance with the statutory requirements of the School Admissions Code to ensure that the Council's admission arrangements are legal and have been properly implemented. 6. To be the responsible officer to ensure that the Fair Access Protocol (FAP) is implemented across designated districts as advised by the Fair Access Team Manager by: advocating for pupils previously electively home educated at district School Behaviour Attendance Partnerships (SBAPS) and locality panels; challenging headteachers or their representatives appropriately; brokering additional support to secure a school placement; liaising with partner agencies such as targeted Support, CAMHS or social care; brokering a high quality alternative education package in consultation with other agencies to ensure that vulnerable children can take up a school place or access their full educational entitlement through 	<ol style="list-style-type: none"> 3. To ensure that the County Council complies with all statutory responsibilities in relation to elective home education. 4. To be accountable for ensuring that electively home educated pupils are receiving an education and are not at risk in terms of safeguarding. To be accountable for ensuring the legal compliance of admissions and amalgamations in specific projects. 5. This officer will be responsible for co-ordinating the visits of the EHE associate advisors. 6. To be responsible for sharing sensitive pupil level information and making shared decisions with other professionals to ensure that electively home educated pupils are effectively educated or that they are supported back into a mainstream school place ensuring that school barriers are overcome, individual packages are negotiated and quality assured so that schools and the County Council fulfil their responsibilities that every child attends school or alternative setting and accesses their full entitlement. 7. To be responsible for synthesising complex elective home education, admissions and place planning data to ensure that the County Council's duty to respond to FOIs, complaints and letters and enquiries from parents, Elected Members and MPs are accurately replied. 8. To provide accurate analysis, reports, chronologies and elective home education advice as requested by the fair Access Team Manager or other senior officer to ensure that the County Council fulfils its responsibility to monitor electively home educated children and young people. 9. To be responsible for monitoring identified Elective Home Education applications and making judgments about the quality of the provision based on information provided by other professionals. Where EHE is deemed inadequate, to
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alternative arrangement. This contributes to the County Council meeting its safeguarding responsibilities and failure to secure educational provision for identified children is challenged by Ofsted, Education Funding Agency and Department for Education. Failure to secure education can also result in the County Council being fined.

7. To ensure that the County Council's 'Children Missing Education' strategy is effectively used as a tool to safeguard children through securing a school place or appropriate educational provision. This involves actively working with the Fair Access Officer to monitor the children out of school register (COOS) on a weekly basis, and as then liaise with other agencies to address the barriers that are contributing to the difficulty of securing a school place for the vulnerable child or young person without a school place; liaising with key school based senior leaders to challenge any resistance to comply with the School Admissions Code; represent NCC, liaise with other agencies and school based staff to agree a support package that will allow a vulnerable child or young person to be given a school place.
8. To provide analysis of complex admissions cases, prepare admissions chronologies, and prepare written reports and letters as requested. This will also include an ability to synthesise complex admissions information in response to FOIs, letters from MPs and elected members and providing advice where appropriate.
9. To provide analysis, reports, chronologies and advice to other partners, particularly in relation to elective home education admissions and fair access. This will include an ability to make a professional judgment about whether the school can make the offer of a school place and meet the needs of a vulnerable child or whether an alternative arrangement is required to ensure that the vulnerable child or young person can access their full educational entitlement.
10. To be able to review Elective Home Education case files to identify risk and to ensure that children at risk are highlighted to

be responsible for securing a place in a school or other appropriate educational setting.

10. To complete all necessary emergency planning training and be responsible for the immediate response and decision-making required to minimise the risk to the safeguarding of all involved and ensure business continuity processes are followed so that normal learning activities are disrupted as little as possible.

other agencies. This includes working closely with Place Planning and Admissions Officers, EHE Associates (mainly ex headteachers) to ensure that NCC fulfils its statutory duties in relation to EHE and facilitates a school place swiftly where EHE is judged to be inappropriate provision.

11. To be a member of the team of officers within CFCS who lead the department's response to emergency incidents and participate in the county council's emergency planning activities, specifically to minimise the risk of disruption to the provision of learning services following an incident, across more than 300 schools within Nottinghamshire. These activities are organised on a rota basis and normally require 7 consecutive days cover, 24 hours per day, on call, managing the department's emergency phone.

12. Fulfil other duties relevant to the post.

The post holder will perform any duty or task that is appropriate for the role described

Person Specification**Education and Knowledge**

1. Education to degree level with and/or an appropriate and relevant professional qualification such as teaching or social work.
2. Knowledge of current educational issues in relation to school admissions and school organisation and the vulnerable children agenda.
3. Evidence of relevant continued professional development in relation to place planning, admissions, the wider vulnerable groups agenda.
4. High level skills around negotiation, evaluation, analysis and an ability to make judgments in relation to risk within a dynamic and complex context.
5. High level ICT and spoken communication skills.

Experience

18. Experience of working successfully within a regulatory environment to interpret and apply legislation to practical issues. Experience of being able to measure risk to vulnerable children and young people and making judgments about educational need will be desirable.

Personal skills and general competencies

6. Sets an excellent example of customer care for other staff.
7. Effectively sets direction for a team providing motivation for all to deliver high performance.
8. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
9. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
10. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
11. Takes an active role in managing risk, health and safety and safeguarding issues.
12. To be able to process complex place planning data, apply knowledge of localities and local demographics to ensure that the County Council's strategy for school place planning and early years place planning is robust, and will ensure that every child presently and in the medium and long term will have access to a school place or early years place.

<p>19. Experience of successfully collating and analysing complex numeric and narrative data and information to produce written composite reports.</p> <p>20. Experience of managing conflicting demands on time and other resources and ability to advocate for the most vulnerable children within complex environments.</p>	<p>13. To make decisions and act on their own initiative in the best interests of a vulnerable child or young person and to be able to hold 'challenging conversations with senior school based staff in the interests of vulnerable children and young people.</p> <p>14. To set an excellent example of customer care for other staff by ensuring that decisions are centred on meeting the needs of a vulnerable child initially through securing a school place or high quality education.</p> <p>15. To anticipate customer needs to provide excellent service continually striving to improve efficiency and effectiveness. This will involve a willingness to continually contribute to the team's reflection and review of processes and strategies to ensure that the available resources deliver the best possible support for a vulnerable child or young person.</p> <p>16. To ensure that NCC's policies for fairness and respect are delivered including setting high personal standards.</p> <p>17. To take an active role in managing risk, health and safety and safeguarding issues.</p>
<p>Role Dimensions</p> <p>1. To ensure that NCC fulfils all statutory duties in relation to electively home educated children and young people</p> <p>2. To ensure that Senior Officers and Members are kept fully informed about elective home education</p> <p>3. To monitor the LA expenditure on EHE associates to ensure that we remain within budget.</p> <p>4. Co-ordinate the deployment of EHE associates</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date