

Post Specification

Post Specification - Key Information

- **Post Title: Elective Home Education Officer**
- **Date: Feb 2026**
- **Post Group Number: PG9010**
- **Job Family: People, Care and Development**
- **Job Family Role Profile: PCD12ii**
- **Final Grade: 12**

To be read in conjunction with the job family role profile.

Service Area Description

Elective Home Education (EHE) is when a parent chooses not to send their child to school full-time but assumes responsibility for making sure their child receives a full-time education other than at school. Some children are electively home educated from age 5 and may never attend school. In other cases, a child may be removed from their school's roll for EHE.

This role sits within the Learning Improvement Service and is focused on supporting parents who home educate and to work in partnership to ensure children receive an education appropriate to their age, aptitude, ability aptitude, and any special educational needs. In many cases, elective home education is appropriate, well-delivered and involves considerable sacrifice on the part of parents.

Purpose of this Post

To be the named contact who is familiar with home education policy and practice and has an understanding of a range of educational philosophies.

To build positive relationships with families to offer support and make contact with home educated parents on at least an annual basis so the authority may reasonably inform itself of the current suitability of the education provided.

To make "informal enquiries" when information suggests a suitable education is not being provided.

Key Job Specific Accountabilities

1. Safeguarding and promoting the welfare of children at all times. The EHE officer must be responsive to any actual or potential safeguarding concerns that may emerge.
2. Support the quality of education for children who are being educated at home in terms of curriculum provision. The EHE Officer will recognise that home educating parents adopt a rich and diverse range of approaches to home education and use of a variety of philosophies and methods.
3. Provide advice to those expressing an interest in educating their children at home. Ensure timescales for this are met and followed up appropriately.

4. Maintain an updated and easily accessible database of children who are EHE.
5. Produce a comprehensive report for families following any visit, including signposting to resources or advice, such as future options for exams or Post 16. Through positive relationships, the EHE Officer will provide feedback to families and where necessary make suggestions and recommendations for improvement during visits and within reports. The reports provide an assessment regarding the suitability of the education being provided. Copies of reports must be sent to parents adhering to timescales. The written report will contain recommendations for improvements where necessary.
6. Ensure that any EHE oversight is proportionate and necessary to assure ourselves that the child is receiving an appropriate education or action is being taken to secure that outcome.
7. Organise training on the law and the diversity of home education methods for all officers who have contact with home-educating families.
8. The EHE Officer will arrange annual contact or follow up home visit as appropriate and within timescales.
9. Liaise with schools and other Local Authority services where necessary, including CME, Social Care and SEND.
10. Meet regularly with the Senior Adviser/Senior Manager and/or the Access to Education Manager.
11. Provide regular updates and reports to the Senior Adviser/Senior Manager as required, including support for the CME/EHE termly submission to the Department for Education.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** N/A

Essential Criteria

Qualifications:

- Qualified Teacher Status Degree or equivalent
- Further professional qualification(s) in education (desirable)
- Experience as a teacher/educationalist
- Experience as a designated teacher for child protection (desirable)

Knowledge:

- Understanding of child protection and safeguarding
- Understanding of child development, learning and progress from Early Years to KS4
- Ability to assess quality of curriculum provided, educational approaches and learning appropriate to individual needs including SEND.

Experience:

- Ability to provide clear professional advice and guidance to parents, headteachers and other professionals on all EHE and safeguarding related issues.
- Ability to be a lead professional at multi-agency meetings to support and advocate for vulnerable children and families.
- Ability to build constructive and positive relationships with families by listening, supporting and challenging as required.

- Ability to manage and prioritise a caseload and respond positively to a wide range of priorities and organise work around team/department priorities.
- Ability to communicate effectively both verbally and in writing with a range of professional colleagues and families.
- Ability to work with service users on sensitive and confidential issues.
- Ability to supervise staff in maintaining an electronic database.
- Ability to prepare and present reports/records for LA, parents and other agencies.
- Commitment to the principles underlying equal opportunities

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Children

Job Working Circumstances

- **Emotional Demands:** High emotional demands working with families
- **Physical Demands:** None
- **Working Conditions:** Lone working, home visits

Other Factors:

- Frequent Travel to visit families across Westmorland and Furness, including lone working and home visits.
- Driving with a full UK driving licence and access to a vehicle are essential.