

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

JOB DESCRIPTION

Group:	EDUCATION AND LIFELONG LEARNING GROUP
Section:	Access and Inclusion
Sub Section:	Behaviour Support Service
Post Title:	Elective Home Education Liaison Officer
I-Trent Post Number:	POS013663001
Grade:	Grade 8
Responsible to:	Head of Centre
Location:	Ty Gwyn Education Centre/Home Liaison
Date of Description:	August 2013
Terms and Conditions:	37 hours Term Time Only

MAIN PURPOSE

1. To ensure the placement of learners with employers or providers of training opportunities.
2. Carry out Health and Safety Risk Assessments of pupils accessing alternative education placements/work experience placements.
3. To support in the effective implementation of the Local Authority Individual and Group Tuition Policy
4. To effectively implement the Local Authority Elective Home Education (EHE) Policy
5. To act as liaison between EOTAS, pupils, parents/carers, external agencies and professionals to ensure appropriate provision and support for EOTAS pupils

SPECIFIC RESPONSIBILITY

1. To liaise on a multi agency basis to ensure the educational, safeguarding and general wellbeing of young people within EOTAS and EHE.
2. To arrange and liaise with employers and training providers suitable work placements and then to review progress with those providers, to evaluate the employers capability to provide the programme agreed.
3. Carry out Health and Safety Risk Assessments for pupils accessing alternative education placements and carry out review processes as necessary.
4. Directly liaise with Careers Wales to facilitate careers advice, monitor careers interviews, maintain accurate records and pass relevant information onto the Post-16 team and EOTAS transition panel.

5. To provide the young people within EOTAS (and their parents/carers) with detailed information about Learning Pathways and report progress to relevant stakeholders.
6. To ensure all EOTAS pupils actively seek a college placements, work based training or employment post-16, providing regular guidance and support.
7. To proactively seek contact with parents/carers of EHE young people by trying to establish, attend and contribute to initial EHE contact meetings with parents/carers/young people, the eight week review and the review annually thereafter.
8. To proactively seek and evaluate evidence of the education of young people of EHE e.g. samples of young people's work.
9. Make written reports on the progress of pupils on elective home education and, if it appears that the child is not receiving an "efficient, suitable full-time education", make recommendations to the *Head of Alternative Learning*.
10. Provide information to parents of young people in EOTAS and EHE, regarding the support available from the Services for Young People in local areas.
11. To liaise with EOTAS tutors to ensure efficient and effective lines of communication regarding education, wellbeing and safeguarding in those provisions.
12. To maintain full, detailed and accurate records of the learner's placements/progress, both in the pupil's personal file and on any dedicated computer systems used by the Local Authority.
13. To liaise with the Head of Alternative Learning, pupils, parents/carers, tutors and any other stakeholders to ensure that any amendments/alterations to learners Individual Education/Learning Plan are clearly recorded in an efficient and timely way.
14. To attend EOTAS panel, providing relevant information to panel members about progress of EOTAS pupils
15. To establish and attend initial contact meetings with schools, parents/carers and young people for those accepted by the EOTAS panel.
16. To organise and attend Group Tuition initial pupil/parent (carer) visits to support the efficient and effective integration into the provision and monitor and report progress.
17. To monitor school review processes, in line with the LA Individual and Group Tuition Policy and take appropriate action where there are any delays in the implementation of the policy e.g. school not holding reviews within the appropriate timeframes.

18. To make referral to the Local Authority partners and external agencies where appropriate e.g. YEPS.
19. To collate information from relevant partner agencies in preparation for school review processes e.g. from tutors, YEPS, On-Track etc
20. To attend and contribute to school review meetings for tutored pupils
21. To report any pupil disciplinary safeguarding and/or wellbeing matters to the Head of Alternative Learning and to make child protection referrals if necessary.
22. To undertake any other duties commensurate with level & salary as agreed with the Head of Alternative Learning.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENT OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable adults.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience sections** describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE/ EDUCATION	<p>IBOSH or NEBOSH Qualification</p> <p>A commitment to continued personal development and training</p>	<p>Ability to speak Welsh</p> <p>A relevant qualification in child care or youth work</p>
EXPERIENCE	<p>Ability to assess child/family circumstances and plan appropriate responses.</p> <p>Engage with young people, their families, teachers and colleagues in both the statutory and voluntary sectors</p> <p>Experience of successfully engaging with challenging young people and their families</p> <p>Sound administrative and organisational skills</p> <p>Report writing skills</p> <p>Basic ICT skills</p>	
COMPETENCIES		
1. Working with Team Members	<p>Builds lasting, positive and supportive relationships based on trust</p> <p>Contributes to a strong team spirit of shared responsibility and co-operation</p> <p>Promotes and demonstrates an ethos of equality and diversity</p>	
2. Working with Partners	<p>Keeps partners informed and up-to-date with what is happening with service users</p> <p>Actively identifies partners and community networks that can be used for the benefit of the service user</p>	
3. Communicating Effectively	<p>Communicates clearly and concisely</p> <p>Uses style of language that others (e.g. children, young people, professionals) can clearly understand</p> <p>Produces clear, accurate and up-to-date reports and records.</p>	

<p>4. Earning Service Users' Trust</p>	<p>Is person centred and empathic in responding to individuals' emotional and psychological well-being</p> <p>Establishing two way communication that respects the rights and beliefs of the individual e.g. rapport</p>
<p>5. Working with Change</p>	<p>Is willing to try new ways of working and is flexible to them</p> <p>Makes changes and ideas a reality and helps to make them work</p>
<p>6. Achieving Results</p>	<p>Is able to work effectively when under pressure</p> <p>Meets all key deadlines</p> <p>Is flexible, can switch tasks/roles/priorities to deal with new demands, changes or new information</p>
<p>7. Encouraging Professional Development</p>	<p>Keeps professional development (CPD) up-to-date.</p>
<p>8. Complying with Health and Safety (H&S)</p>	<p>Is aware of all relevant H & S procedures</p> <p>Is aware of current and potential risks and hazards within the context of their duties</p> <p>Always reports any risks or incidents to the correct people</p>
<p>SPECIAL CONDIITONS AND PROFESSIONAL REQUIREMENTS</p>	<p>Ability to travel independently around the County Borough Council areas.</p>