



Job description			
Job title	Elective Home Education Officer		
Grade	G		
Directorate	Education		
Service/team	Education Improvement Team		
Accountable to	Louise Noon		
Responsible for	The management of a caseload of children who are electively home educated.		
JE Reference		Date Reviewed	April 2025

Purpose of the Job

To provide effective delivery of the local authorities statutory and strategic duties in relation to Elective Home Education (EHE).

The central duty is to ensure that children who are home educated, have access to an education that is suitable to their age, aptitude and any special educational needs; and to contribute to good interagency working.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To ensure cases that are referred are dealt with efficiently and effectively.
2. To prepare for home visits by assessing available information about the child and family, ensuring that visits to children and families are prioritised.
3. To conduct home visits to families who have elected to home educate to find out if a suitable education is being delivered and that child(ren) have appropriate social contact with their peers and their safety and wellbeing is being met.
4. To ensure accurate records are maintained as to the outcome of the suitability of EHE provision for individual children.



5. Ensure that a high standard of service is provided, and the safety and welfare of the child is always considered.
6. To ensure that parents/carers are aware of their rights and responsibilities as home educators.
7. To provide advice and guidance for parents/carers already or considering home educating.
8. To apply a multi-disciplinary approach to meet children's individual needs work through liaison with colleagues to ensure that parents/carers have access to information normally disseminated via schools and colleges.
9. Follow Knowsley Borough Council's processes and procedures where the education, following appropriate support and guidance, is found to be unsuitable and/or there are safeguarding concerns
10. To contribute to the collation and analysis of EHE data to identify complex themes and trends in the Home Education cohort in Knowsley. To use this information to inform relevant council teams and Knowsley schools, colleagues and other professionals

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.