

Role Title	Advisory Teacher – Elective Home Education (EHE)
Job Family	Education – learning and inclusion
Competency Level	All Colleagues
Pay Range / Scale	ADV/G-10
Purpose	
To provide expert advice, guidance, and support to families who elect to home educate their children, ensuring that the education provided is suitable and efficient in accordance with statutory requirements. The post holder will work collaboratively with internal teams and external partners to safeguard children, promote positive educational outcomes, and ensure compliance with local authority duties under the Education Act.	
Generic Accountabilities	End Results/ Outcomes
Plan and organise work to meet statutory duties and service priorities.	Work is delivered on time and in line with statutory and service expectations.
Provide accurate advice and respond to enquiries from families and professionals.	Stakeholders receive timely and correct information.
Analyse information and prepare reports for internal and external use.	Reports are clear, informative, and support decision-making.
Support continuous improvement and contribute to service development.	Service evolves in line with best practice and feedback.
Deliver a specialist aspect of service delivery, which engages customers / stakeholders and enables them to make effective use of the service.	The service is delivered to the quality, organisational and professional standards required Customer / stakeholder expectations are managed in relation to what can be delivered. The service meets organisational requirements and reflects customer / stakeholder requirements / needs, within organisational constraints.
Maintain all required records and information. Analyse and interpret complex information, for input into reports.	Procedures are adhered to and all information is correctly recorded and processed. Accurate, complete and relevant information / records / reports are provided for internal and/or external use.
Develop specialist documents / materials / activities to support / promote the service area.	All materials / activities are delivered to the required standards and timescales. Communications are clear, well planned and effectively targeted.
Provide advice and guidance to colleagues, customers and stakeholders. Manage escalated or complex customer issues within the specialist area.	Expert advice, information and support are provided on the full range of issues within the field of expertise. Queries / complaints are effectively managed. Appropriate action is taken to resolve the issue. Customers are satisfied.
Maintain information systems which support the specialist area. Contribute to the development of	Changes to systems, are identified and recommended. Systems meet operational requirements.

these systems.	
Work closely with others to clarify changing customer / organisational requirements.	Customer requirements are identified and documented. Improvement opportunities are identified and recommended.
Develop good working relationships, develop community links and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally.	Specialist work area reputation is maintained or enhanced. Stakeholders are engaged with activity relevant to them. Positive feedback is received from stakeholders. Best practice is shared.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained as relevant within the scope of this post.	Safeguarding standards are monitored and maintained in compliance with Council policy
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.

Job Specific Accountabilities:	End Results/ Outcomes
Represent the local authority in meetings and forums related to EHE.	Local authority position is clearly communicated and represented.
Promote co-production and inclusive practice with families and young people.	Families feel involved and respected in the education process.
Lead advisory support for EHE families, offering guidance on curriculum, pedagogy, and educational resources.	Families are well-informed and supported in delivering suitable education.
Conduct home education visits and assessments, producing written reports and recommendations.	Local authority maintains oversight of educational provision and ensures statutory compliance.
Monitor and review EHE cases, identifying concerns and escalating where necessary.	Safeguarding and educational concerns are addressed promptly and appropriately.
Develop and maintain relationships with families,	Engagement with families is positive, respectful, and effective.

promoting trust and constructive dialogue.	
Work with safeguarding teams and other professionals to assess risk and ensure child welfare.	Children educated at home are safe and supported.
Contribute to policy development and service planning for EHE within the local authority.	EHE strategy is informed by frontline experience and best practice.
Maintain accurate records and data, contributing to reporting and analysis.	Data informs service improvement and statutory returns.
Provide training and guidance to colleagues, schools, and other professionals on EHE matters.	Awareness and understanding of EHE responsibilities are improved across the system.

Nature of Contacts

Key contacts are internal and external customers/stakeholders

Will involve direct contact with members of the public including dealing with challenging situations where influence may be needed.

Deal with people at all levels confidently, sensitively and diplomatically.

Regular contact with families, schools, safeguarding teams, and education professionals. Requires sensitivity, diplomacy, and assertiveness in challenging situations. Represents the local authority in multi-agency forums and panels.

Procedural Context

Works within statutory frameworks and local authority policies. Exercises professional judgement in assessing educational provision and risk. Responsible for maintaining accurate records and ensuring compliance with safeguarding procedures. May involve lone working and travel across the borough.

Key Facts and Figures

Caseload of EHE families across the borough. Contributes to statutory reporting and service evaluation.

Resourcing

Budget Responsibilities:

No direct budget responsibility..

Supervisory Responsibilities:

May supervise or mentor junior staff or trainees

Knowledge, Skills and Experience

Essential:

- Qualified teacher status (QTS) or equivalent.

- Experience of working in education settings, ideally with SEND or inclusion focus.
- Knowledge of the legal framework for Elective Home Education.
- Knowledge of SEND Code of Practice; Education Acts and Children and Families Act 2014
- Knowledge and understanding of 'Working together to safeguard children'
- Knowledge and Understanding of National Curriculum and relevant standards.
- Experience in teaching, curriculum development, and assessment.
- A strong understanding of child development and the legal framework surrounding education and safeguarding.
- Excellent communication and interpersonal skills, with the ability to build rapport with families from diverse backgrounds.
- Ability to manage a caseload, prioritize tasks, and work independently.
- Experience of safeguarding and multi-agency working.
- Strong communication and report-writing skills.

Desirable:

- Experience of working with home educating families.
- Understanding of alternative education approaches and pedagogies.
- Experience in policy development or service planning.

Indicative Qualifications

Evidence of Continuous Professional Development, particularly in SEND, safeguarding, or alternative education.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.