

Job Description

Job title	Child Missing Education and Elective Home Education Lead Officer
Directorate	PEOPLE : Children and Adults
Division	Education and SEND
Range	MPR 4
Reports to	Attendance Manager / CME/EHE Lead

Main purpose of the job:

- To work with the Inclusion team to lead the children missing education (CME) and elective home education (EHE) strategy work across Medway, ensuring there is consistency in ethos and service delivery,
- To ensure compliance with statutory duties and responsibilities set out in guidance and legislation relating to this field.
- To be responsible for establishing, maintaining and improving effective communication between Local Authorities services, schools/academies, and partner agencies to ensure that all pupils of compulsory school age that are not on roll at a school, academy or alternative provision are admitted to their entitlement of full-time education.
- To provide the operational interface with Admissions colleagues to ensure prompt allocation of schools, to track children missing education and elective home education (EHE) and take appropriate action to ensure the child has access to full time appropriate education.
- To secure the commitment of parents, carers, schools and the wider community to the identification and re-engagement of children missing education and elective home education (EHE).

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

- To carry out home visits as appropriate and ensure that Medway's lone working policy is followed.
- To support, advise and co-ordinate other stakeholders such as police, social care, health and other professionals.
- To produce and interpret complex data, make detailed assessments and share information with key partners at regular intervals.
- To work with all professionals/multi-agencies to identify those children out of education at risk of harm through gathering and sharing information in line with Child Protection procedures.

Medway Council Job Profile

- To attend and contribute to all Ofsted, LA, DFE and peer inspections and discussions, as required.
- Lead on Education Provision Reviews (EPRs) for Elective Home Education cases, assessing suitability of education provision and making recommendations in line with statutory guidance.
- Represent the service at multi-agency safeguarding meetings including Strategy Discussions, Child Protection Conferences, Child in Need meetings and professional meetings where CME/EHE concerns are identified.
- Complete statutory returns, FOI requests, management information reports and performance reporting relating to CME/EHE activity.
- To contribute leading and developing multi-agency forums and groups focused on raising standards in the quality of education, inclusion, behaviour and attendance.
- To support the development of training and professional conference offers to practitioners in Medway.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Attendance Manager / EHE/CME Lead.

The post holder will not have line management responsibility.

Medway Council Job Profile

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis. There is an expectation that the post holder will be in the office 3 days a week.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- 5 GCSEs (including pass at English & Maths grade 4/C and above) or equivalent qualification

Level B (in addition to level A criteria)

- Continuous professional development commensurate with the role

Level C (in addition to levels A and B)

- Continuous professional development commensurate with the role
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Knowledge

Level A

- Basic understanding of legislation related to school attendance, admissions, and children missing education (EHE), Elective Home Education (EHE), Child Performance Licensing and Child Employment.
- Familiarity with safeguarding frameworks and child protection procedures.
- General knowledge of issues impacting school attendance and access to education.
- An understanding of issues impacting children missing education.
- Demonstrable track record of working with chaotic and difficult to engage families and evidence of successful intervention
- Fundamental knowledge of confidentiality and GDPR requirements within the workplace

Level B (in addition to level A criteria)

- In-depth understanding of relevant legislation and its application in CME/EHE and admissions.
- Comprehensive knowledge of safeguarding frameworks and child protection procedures.
- Detailed knowledge of issues impacting disadvantaged, SEND, or vulnerable students.
- Knowledge in the application of working together to safeguard children.

Level C (in addition to levels A and B)

- Expert knowledge of legislation related to CME/EHE, school attendance, admissions, and Child Performance Licensing and Child Employment.
 - Expert knowledge of safeguarding frameworks and child protection procedures.
 - Extensive knowledge of issues impacting CME/EHE and access to education.
 - Detailed understanding of the legislation surrounding CME/EHE, and punitive procedures.
 - Knowledge of strategies to manage hostility and resistance, and how to implement these when working together with difficult to engage.
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Experience

Level A

- Some experience in an education, local authority or social work setting with children and families.
- Experience of exposure to multi-agency working and collaboration.
- Experience in delivering training or presentations to small groups.
- Experience of using IT systems
- Experience of working with chaotic and difficult to engage families and evidence of successful intervention

Medway Council Job Profile

Level B (in addition to level A criteria)

- Significant experience of CME/EHE-related casework and processes, including managing investigations, Education Provision Reviews (EPRs), and suitability/risk checks with confident application of statutory duties.
- Developed experience of multi-agency working, including active contribution to meetings (e.g. Strategy, CP/CiN), joint visits, and coordinating information sharing with schools and partner agencies.
- Experience delivering training or briefings to schools and partner agencies, demonstrating clear communication and the ability to share guidance effectively.
- Strong IT and data management experience, including recording casework, extracting and analysing CME/EHE data, and contributing to reporting and Freedom of Information (FOI) requests.
- Experience working independently and acting as a senior practitioner, including managing complex CME and EHE casework, undertaking Education Provision Reviews (EPRs), escalating safeguarding concerns appropriately, attending multi-agency safeguarding meetings and providing professional advice to colleagues and partner agencies.

Level C (in addition to levels A and B)

- Extensive experience in leading CME/EHE casework and service delivery, including oversight of complex investigations, Education Provision Reviews (EPRs), and risk management, ensuring high-quality outcomes and statutory compliance across the service.
- Advanced experience of multi-agency contribution and coordination, including contributing effectively to high-level meetings (e.g. Strategy, CP/CiN, case review), arranging joint visits, and maintaining strong partnership working with schools and partner agencies.
- Experience of data management and reporting, including use of dashboards, management information, and data analysis to identify trends, monitor performance, and inform operational and service-level decision-making.
- Extensive experience of delivering and overseeing training and practice development, including designing, delivering and evaluating CME/EHE training, Chaperone training and Child Employment training, supporting workforce development, improving professional practice, and embedding consistent standards and statutory compliance across services, schools and partner agencies.
- Extensive experience of independent working, complex case direction and professional practice leadership, including oversight of Education Provision Reviews (EPRs), attendance at multi-agency safeguarding meetings, management of escalated CME and EHE cases, provision of expert advice to schools and partner agencies, and oversight of FOI requests, statutory returns and reporting requirements.

Skills

Level A

- Full driving licence and access to own transport.
- Ability to maintain productive relationships with a wide range of stakeholders and influence decision making at a strategic level.
- Proven interpersonal and communication skills both in a formal and informal setting.
- Ability to model high levels of professionalism and promote a culture of professional standards and accountability amongst Education and SEND.
- Ability to analyse and interpret varied and complex information, and use this information to develop strategies, anticipate challenges and identify solutions.

Medway Council Job Profile

- Ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.
- Ability to produce letters and correspondence and interrogate data(e.g. Microsoft Office; PowerBI; Excel).
- Ability to use IT systems like Microsoft Office for a range of tasks.

Level B (in addition to level A criteria)

- Advanced communication skills, capable of presenting complex information clearly.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Proficiency in using IT systems for data analysis and reporting (e.g., LA systems, Excel).
- Ability to work effectively within a team to achieve common goals.
- Ability to adapt to changing circumstances and new challenges.
- Ability to deliver training across directorates.
- Ability to deliver complex/sensitive communications within a range of audiences (e.g. Strat, Initial Child Protection Case conference etc).
- Confident in the handling and resolution of problems not covered by current procedures by applying creative skill and applying appropriate remedies.
- Ability to motivate and encourage others supporting team and service goals.

Level C (in addition to levels A and B)

- Exceptional communication skills, with the ability to influence and persuade a wide range of internal and external stakeholders.
- Highly developed organisational skills, capable of managing multiple complex projects and strategic initiatives.
- Expertise in advanced data management using specialised IT tools for complex data analysis and reporting.
- Ability to model high levels of professionalism and promote a culture of accountability.
- Independently use the most appropriate style and method of communication in presenting complex and sensitive information in an understandable way to diverse audiences.
- Able to deliver and evaluate CME/EHE, Child Employment and Chaperone training to internal and external agencies.