

Education Inclusion Coordinator (Elective Home Education)

Part/full time: 37 Hours per Week – Permanent Contract

Salary: Cognus Band 2, starting salary of £37,646.19 per annum

Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

We are seeking a highly skilled and experienced professional who is passionate about promoting the inclusion of children and young people in education and wider society. This is a varied and rewarding role that requires a child-centred individual who is well organised, able to manage a diverse caseload, and experienced in working collaboratively across multiple agencies.

Elective Home Education (EHE) is an increasingly popular educational choice for families. As a result of this growth, we are expanding our team of EHE Coordinators to ensure we continue to provide high-quality support, guidance and oversight, enabling us to effectively meet the needs of children, young people and families across Sutton. Our Inclusion Coordinators work across several different areas, and the successful candidate will need to be confident to move between different areas of the service, promoting positive educational outcomes across key areas of statutory and inclusion work, including:

- **Elective Home Education (EHE)** – supporting local authority responsibilities in relation to children educated otherwise than at school by parental choice.
- **Section 19 Provision** – supporting the local authority's statutory duty to arrange suitable full-time education for children of compulsory school age who, because of illness, exclusion or other reasons, would not otherwise receive suitable education.
- **School Inclusion, Suspensions and Permanent Exclusions** – providing advice, support and challenge to schools and families in line with current statutory guidance.
- **Education Other Than at School (EOTAS)** – ensuring appropriate educational provision is coordinated and monitored for children who are unable to attend school.
- **Children Missing Education (CME)** – working proactively with partners to identify, track and support children who are not accessing a suitable education.

The successful candidate will have a proven ability to build and maintain effective relationships with a wide range of stakeholders, including parents and carers, schools, education providers, health professionals, social care teams, and other partner agencies. You will provide advice, guidance and support on a range of inclusion matters and be confident in managing complex situations, ensuring that children and young people receive the right support to access, engage in and benefit from education.

As a member of the Inclusion Service, you will deliver a high-quality professional service, working collaboratively with colleagues and partners to support positive outcomes for children, young people and their families. You will play a key role in promoting inclusion, reducing barriers to learning and ensuring that statutory responsibilities are met through a child-centred and solution-focused approach.

This role offers an excellent opportunity to make a meaningful difference to the lives of children, young people and families by championing inclusion, supporting access to suitable education, and helping to ensure that every child has the opportunity to thrive and achieve their potential.



You will give us great commitment and in return we offer an excellent package including:

- i) Starting salary of £37,646.19 per annum (Cognus Band 2)
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and flexible working
- vi) Staff benefits package; currently including Employee Assistance Programme, life insurance, employee benefits platform and (upon completion of probation) health care *[Cognus reserves the right to adjust these additional discretionary benefits to improve quality of their services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs.]*
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk with the completed application form, which can be [downloaded from our website](#), outlining your suitability.

The deadline for receipt is 12pm on Tuesday 25th August 2026. Candidates are requested to be available for interview on Wednesday 2nd September 2026.

For an informal conversation about the role, please contact Helen Taylor, Head of Inclusion, at Helen.Taylor@Cognus.org.uk

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed before the commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



JOB DESCRIPTION

POSITION:	Education Inclusion Coordinator (Elective Home Education)
DIVISION:	Inclusion
REPORTS TO:	Sarah Westall, Inclusion Team Manager
GRADE/PAY:	Cognus Band 2, Starting Salary of £37,646.19
LOCATION:	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

JOB SUMMARY

We are seeking a highly skilled and experienced professional who is passionate about promoting the inclusion of children and young people in education and wider society. This is a varied and rewarding role that requires a child-centred individual who is well organised, able to manage a diverse caseload, and experienced in working collaboratively across multiple agencies.

Our Inclusion Coordinators work across several different areas, and the successful candidate will need to be confident to move between different areas of the service, promoting positive educational outcomes across key areas of statutory and inclusion work, including:

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- **Education Other Than at School (EOTAS)** – ensuring appropriate educational provision is coordinated and monitored for children who are unable to attend school.
- **Children Missing Education (CME)** – working proactively with partners to identify, track and support children who are not accessing a suitable education.

The successful candidate will have a proven ability to build and maintain effective relationships with a wide range of stakeholders, including parents and carers, schools, education providers, health professionals, social care teams, and other partner agencies. You will provide advice, guidance and support on a range of inclusion matters and be confident in managing complex situations, ensuring that children and young people receive the right support to access, engage in and benefit from education.

As a member of the Inclusion Service, you will deliver a high-quality professional service, working collaboratively with colleagues and partners to support positive outcomes for children, young people and their families. You will play a key role in promoting inclusion, reducing barriers to learning and ensuring that statutory responsibilities are met through a child-centred and solution-focused approach.

PRINCIPLE ACCOUNTABILITIES:

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and Sutton Council's Safeguarding Children's Board.
2. To carry out duties in relation to the Inclusion of children and young people in education within the local area.



3. To promote and develop best practice with stakeholders and support the development of effective services to meet identified needs.
4. To ensure that the local area is compliant with the law and published guidance, and to carry out statutory and contracted duties effectively and efficiently.
5. To monitor the quality and effectiveness of education provided for children that are educated at home and ensure that the service is compliant with the law and published guidance.
6. To monitor a register of Children Missing Education, tracking resident children into education, and ensuring that statutory guidance and practice is followed in the local area.
7. To work with the SEN team to monitor children receiving education other than at school.
8. To assist the Head of Inclusion in responding to Section 19 requests; working with schools and other professionals to aid integration and reintegration into school, where possible.
9. To effectively use data for monitoring, evaluation and develop and publish service information for parents, carers and other stakeholders.
10. Carry out any other duties as reasonably required

The main duties and responsibilities of the postholder are indicated below although other duties of an appropriate level and nature will also be required.

1. **To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and Sutton Council's Safeguarding Children's Board.**
 - a) Have a good understanding and awareness of safeguarding children and comply with all Safeguarding regulations, policies and procedures, including national guidance and local policy and practice
 - b) Attend all required safeguarding training
 - c) Ensure safeguarding practice is embedded in all areas of work
2. **To carry out duties in relation to the Inclusion of children and young people in education within the local area. Promote and develop best practice with stakeholders and support the development of effective services to meet identified needs**
 - a) To provide early support and advice to parents, carers, schools and other professionals to prevent escalation and promote inclusive practice
 - b) Carry out casework as required, working in a multi-agency arena, challenging schools and settings where inclusive practice is not followed
 - c) Support the engagement of relevant and appropriate support using a graduated response
 - d) Participate and contribute to local area developments and reviews, supporting the inclusion agenda
 - e) Work with other Cognus Services, Local Authority departments, and other agencies to develop and maintain a menu of support available in the local area
3. **To ensure that the local area is compliant with the law and published guidance, and to carry out statutory and contracted duties effectively and efficiently**
 - a) Work to ensure that the Council's and schools' duties in respect of EHE, CME and EOTAS are met
4. **To ensure that the local area is compliant with the law and published guidance about school Exclusion, both suspensions and permanent exclusion, and to carry out statutory duties effectively and efficiently**
 - a) Work to ensure that the Council's and schools' duties in respect of permanent exclusions are met
 - b) To provide early support and advice to parents, carers and schools, when education placement is at risk of breakdown. Proactively seek alternatives to exclusion and support stakeholders to maintain a mainstream education placement



- c) To work collaboratively with multi-agency stakeholders in the prevention of exclusion and attend and engage in local area panels as appropriate
 - d) To support in the planning and reintegration of pupils in alternative provision or out of full-time education, ensuring that an effective plan is developed and delivered
 - e) Proactively work to reduce the number of permanent exclusion and suspensions exclusions.
- 5. To monitor the quality and effectiveness of education provided for children that are educated at home and that the service is compliant with the law and published guidance**
- a) Monitor suitability of education provision and ensure that the needs of children educated at home are met in line with statutory duties and guidance, ensuring that action is taken where education is unsuitable
 - b) Undertake home visits and all types of casework as required for EHE children, including to arrange annual or, where required, more frequent follow up checks or visits within agreed timescales
 - c) To foster good relationships with parents/carers who are home educating including giving feedback, assisting parents to assess their capability to provide education for their child at home.
 - d) To provide information, advice and guidance to those parents/carers and other agencies expressing an interest in EHE, including parental responsibilities and alternative options
 - e) Develop and maintain information and resources on EHE
 - f) Develop and maintain relationships with local groups and provisions who support parents to provide EHE
- 6. To monitor the effectiveness of the provision of education other than at school**
- a) Monitor suitability of education provision and ensure that the needs of children are met in line with statutory duties and guidance, ensuring that action is taken where education is unsuitable
 - b) Caseload management as required
- 7. To improve the effectiveness of Inclusion within the local areas by effectively using data for monitoring, evaluation and developing services in line with identified needs, training and development and publish service information for parents, carers and other stakeholders.**
- a) Maintain data as required on relevant systems and produce clear and effective reports, both internal and external and publish as required. Ensure the identification of needs, trends and key themes
 - b) Maintain records and case notes on required systems ensuring that they are up to date and relevant
 - c) Support the development of initiatives and services to meet identified needs
 - d) Maintain relevant statistical and management information, provide reports and key performance information (KPI) as required.
 - e) Ensure the accessibility of comprehensive information for parents/carers, children and young people and stakeholders
 - f) Disseminate statutory updates to stakeholders and incorporate into local policies and practice as necessary
 - g) Develop and deliver training for schools, Governors and other stakeholders as required
- 8. Carry out any other duties as reasonably required**

GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection



- e) Outstanding Customer care

GENERAL:

SAFER RECRUITMENT:

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest. Registered in England and Wales No: 10276456. Registered office: Cantium House. Railway Approach, Wallington SM6 0DZ
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required as necessary.

No	Description	Criteria
EXPERIENCE & QUALIFICATIONS	- Experience of establishing and maintaining productive relationships with young people, families, schools, and multi-agency partners - Experience of working within a multi-disciplinary and interagency context - Experience of safeguarding children and young people	(E)
		(E)
		(E)
SKILLS & ABILITIES	- Excellent communication, interpersonal and negotiation skills - Ability to provide verbal and written reports - Ability to work collaboratively with a range of partners, including social workers, team managers and school staff - Experience of using innovative approaches to promote change - Strong organisation skills and ability to manage time effectively, to work on own initiative to manage and prioritise own workload, setting appropriate objectives and deadlines and attention to detail - Experience of managing complex caseloads and achieving positive outcomes for stakeholders - Ability to work in a detailed task-oriented environment, delivering high accuracy results to excellent standards	(E)
		(E)
		(E)
		(D)
		(E)
		(E)
KNOWLEDGE	- A knowledge and understanding of the barriers to education children and young people face - A working knowledge and understanding of statutory guidance in relation to Exclusions and Suspensions CME, EHE and EOTAS	(E)
		(D)
BEHAVIOURS & VALUES	- Willingness to undertake ongoing learning, training and development - Carry out duties in line with the professional behaviours in the Company Code of Conduct, policies and procedures and Leadership Capability documents - Work flexibly, able to re-arrange work in relation to changing priorities and to meet the needs of the business - Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times. Understanding of confidentiality, GDPR and information governance issues and how these are observed and maintained	(E)
		(E)
		(E)
		(E)

Key:		D	Desirable	I	Evaluated at interview
E	Essential	S	Shortlisting criteria	T	Subject to test

