

## **Home School Link Worker**

### **Job Description**

**Reports to:** SENCo

**Hours:** 35 hours per week: 08:30 – 16:30 (one hour (unpaid) lunch), term-time plus 2 weeks

**Salary scale:** Grade R6, spine points 35 – 38

FTE: £33,443.00 - £34,825.00 per annum (Actual: £29,662.51 - £30,888.29), depending on experience

### **Job Purpose**

- To work with families, children, school, external agencies, and others as necessary to provide high quality support for vulnerable families around early intervention, signposting, support and guidance, particularly in times of change and stress.
- To provide a link between home and school that ensures good, consistent, and effective communication between the two.
- To develop strong partnerships with outside agencies and form positive working relationships with families to enable effective support for pupils, students, and their families to ensure regular attendance at school, ensure pupils and students are kept safe whilst at school and improve outcomes for families by alleviating barriers to learning and improving communication and links between school and home.

### **Job Description**

- To develop a good understanding of the complex needs of our learners and their families.
- To identify families in need of support, or those who would benefit from greater or more consistent liaison.
- To be responsible for identifying the support needs by liaising with class teachers, support staff and the school's leadership team.
- To respond to those in need by offering support, advice and guidance with parenting, financial and social issues as required and by signposting families to other sources of support.
- To offer and provide support to families through engaging with parents at the start and end of the school day, making and developing contacts with hard to reach parents.
- To encourage parents to share issues and concerns in a timely manner and to support families to attend meetings in school when necessary.
- To help to improve attendance and late arrivals by monitoring and offering assistance.
- To listen and offer support on problems and issues in a non-judgemental manner.
- To help parents understand the processes and protocols associated with SEN.

- To help families / children /the School access grants, information and other services and liaise with key staff where appropriate.
- To be available for families especially in crisis situations, helping those families who need short-term assistance.
- To carry out Home Visits to build a picture of a family's needs and support families/children, providing outreach support in line with School and County procedures on the basis of their needs and requests for support.
- To be part of the process to identify vulnerable families or those who would benefit from greater or more consistent liaison.
- To work within an Equal Opportunities and anti-discriminatory framework.
- To be a key part of the child protection team within the school.
- To attend relevant internal and external meetings as directed.
- To attend and participate in training to ensure professional development and competence.
- To keep comprehensive notes of family meetings/conversations, keeping accurate details of issues raised and any action taken and adhere to the school's safeguarding procedures.
- To keep all records in accordance with the Data Protection Act.
- To contribute to the Early Help process.
- To help families to access information and benefits
- To ensure that families who are new to the school are aware of the school's ethos, vision, and values.
- They will work in liaison with the Admissions Officer.
- There will be occasions where lone-working is necessary to engage families and pupils. The HSLW will follow all policies and procedures in place to ensure safeguarding practice is of the highest priority.
- To attend and participate in training to ensure professional development and competence.
- To keep clear records of meetings and contacts, recording actions to be taken.
- To monitor and evaluate the effectiveness of actions, providing reports as required.

*Orchard Hill College and Academy Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Appointments made will be subject to an Enhanced Disclosure via the Disclosure and Barring Service.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

## Person Specification: Home School Link Worker

This person specification will be used for recruitment to the post; it will form the basis of the application form and will be used to shortlist candidates. Candidates will also be assessed against aspects of this person specification at interview.

Attribute and Competency	Essential or Desirable
<b>KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>• Safeguarding and child protection knowledge with up-to-date current practice through updates and refresher training.</li> <li>• Training in community work, counselling skills, or similar.</li> <li>• Training in facilitating parenting groups or experience of successful signposting.</li> <li>• Thorough knowledge of statutory services and relevant children’s legislation especially child protection and safeguarding.</li> <li>• Understanding of child psychology and barriers to learning.</li> <li>• Involvement in TAF/TAC meetings.</li> <li>• Knowledge of the education system and school admissions process.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<b>SKILLS AND ABILITIES</b>	
<ul style="list-style-type: none"> <li>• Ability to work with children and families in a variety of settings within school, at home or in the community.</li> <li>• Ability to work flexibly and supportively with parents and carers.</li> <li>• Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers.</li> <li>• Excellent interpersonal skills with the ability to communicate effectively with children and adults, individually and in groups.</li> <li>• Be tactful, diplomatic, and sensitive with a good sense of humour.</li> <li>• Ability to take responsibility and work on initiative within set boundaries.</li> <li>• Excellent organizational and time management skills.</li> <li>• Excellent oral and written communication skills including a sensitive approach to children and adults.</li> <li>• Ability to keep clear accurate records.</li> <li>• Ability to maintain confidentiality.</li> <li>• Be a confident and skilled user of ICT – able to use it with children and parents.</li> <li>• Be reliable and trustworthy, able to use judgment in receiving and dealing with sensitive information.</li> <li>• The resilience to deal with challenging situations involving Child Protection issues.</li> <li>• Able and willing to speak confidently to a range of audiences.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>QUALIFICATIONS AND TRAINING</b>	

<ul style="list-style-type: none"> <li>• Level 2 Qualifications in English and Mathematics.</li> <li>• Relevant childcare, education, social care or health qualification to at least NVQ Level 3 or equivalent and/or considerable experience.</li> <li>• Nationally recognized qualification in education.</li> <li>• Up to date Designated Safeguarding Leading Training (willingness to complete this is essential).</li> </ul>	E
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Experience of handling complex Child Protection.</li> <li>• Ability to deal with difficult situations.</li> <li>• Working with families and delivering effective support for families.</li> <li>• Evidence of experience of direct work with children and parents within a variety of settings and from a range of ethnic, religious, and cultural backgrounds including those who may not have previously accessed services.</li> <li>• Able to set up and deliver programs of family support work including group work and community activities as appropriate to need.</li> </ul>	E E E E D
<b>PERSONAL ATTRIBUTES</b>	
<ul style="list-style-type: none"> <li>• Flexible approach to supporting children and families.</li> <li>• Ability to maintain a professional manner in challenging situations.</li> <li>• Confidence to challenge difficult behaviour.</li> <li>• Confidence to challenge other professionals.</li> </ul>	E E E E
<b>OTHER</b>	
<ul style="list-style-type: none"> <li>• No adverse criminal record and full enhanced DBS clearance</li> <li>• Visiting families in their homes is an essential requirement of this post.</li> <li>• Flexibility in work pattern may be required sometimes.</li> <li>• Able and willing to work flexibly as part of a team.</li> <li>• Commitment to self-development and willingness to undertake further training.</li> <li>• Full, clean driving licence.</li> <li>• Car owner or access to transport.</li> <li>• Support of the mission, ethos and values of the school.</li> <li>• Genuine commitment to the ethos and work at St Dominic's School.</li> </ul>	E E E E E E E E E