



**Job description – Inclusion & Family Liaison Coordinator  
Grade 7**

**Hours:** 37 hours per week. 8.15am-4.15am Mon-Thurs and 8.15am-3.45pm Friday  
Term Time only plus 5 Inset Days

**Lunch:** 30 minutes unpaid lunch per day

**JOB DESCRIPTION: Home School Link Worker**

**JOB PURPOSE:** To work with the Inclusion team to work with targeted families and students to improve attendance and engagement and build links between the school and home. This will mean working with students who have social, emotional, behavioural and learning difficulties. The role will also contribute to the delivery of the school's Enhanced Pathway provision, supporting vulnerable learners through targeted intervention, structured support and close liaison with teaching and pastoral staff.

**MAJOR AREAS OF RESPONSIBILITY:**

- A. Work with families of disadvantaged, SEN and vulnerable students, and those with particularly low attendance.
- B. Build links between the school and home to ensure engagement, attendance and progress of young people.
- C. To plan and implement specialist programmes of intervention to accelerate rates of attendance.
- D. To support the delivery of targeted intervention for vulnerable learners, including through the school's Enhanced Pathway provision.

**KEY TASKS:**

- Give weekly feedback on attendance data for targeted students and groups.
- To liaise with the administrative team and attendance office to identify persistent absentees who require urgent support.
- Apply for additional funding to support parents.
- To help parents with parenting skills. Give individual parenting guidance and support, with advice on how to develop and maintain positive discipline.
- To visit families at their home where directed to make direct contact and challenge why children are not in school.
- Help to improve attendance and late arrivals by monitoring and offering assistance.
- Provide emotional support and strengthen self-esteem.
- To help families, the child and the school access information and signpost them towards available support.
- Establish constructive relationships with parents/carers and report on information from students/carers to the Inclusion team.
- To help improve family relationships. Be available for families, especially in crisis situations, helping those families who need short-term assistance.
- To carry out home visits to support families and children, providing outreach support to families in line with school procedures.
- To help families and children access other services, referring where appropriate both in school and to external agencies.

- Work closely with other agencies ensuring that follow-up work is done and all concerned are well informed.
- Liaise with the pastoral team and SENCO to ensure a coordinated approach with key students and families.

#### **Enhanced Pathway / Targeted Intervention Support**

- Plan and deliver small group and 1:1 intervention sessions to support students with barriers to learning, including within the school's Enhanced Pathway provision.
- Support pupils to develop confidence, engagement and readiness to learn through structured interventions, consistent routines and targeted support.
- Prepare students for successful participation in lessons through pre-teaching, reinforcement of key skills and support with organisation and learning behaviours.
- Work closely with teaching staff, the SENDCo and pastoral team to support consistency between intervention sessions and mainstream classroom learning.
- Support reintegration for students returning to full-time timetables or increasing their access to mainstream lessons.
- Contribute to monitoring and reviewing student progress through feedback, observation and record keeping.
- To attend and participate in training to ensure professional development and competence.
- Establish good relationships with students, being a role model by presenting a positive personal image and responding appropriately to individual needs.
- Encourage students to act independently as appropriate.
- Help with the planning of TAFs and other admin-based tasks with identified students under the inclusion team's remit.
- Undertake student record keeping and updating records, information and data, producing reports as required.
- To attend open evenings and parents' evenings as required.
- To attend appropriate courses/training as required.
- Attend relevant meetings.
- Liaise with Heads of Year, SENCO and curriculum leaders as appropriate.

Note: The post holder will be expected to have a full driving licence and their own car in order to travel out to local addresses to support working with students and families.

#### **OUTCOMES**

The outcomes that are associated with this role are to work as part of the Inclusion team ensuring all students have access to the learning and opportunities they need, including those accessing targeted intervention and enhanced provision. Raising aspirations, removing barriers, improving outcomes, and increasing opportunities.

#### **ACCOUNTABILITY:**

The Home School Link Worker is line managed by the Deputy Head, Inclusion.

#### **Safeguarding**

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy

- Display commitment to the protection and safeguarding of children and young people
  - A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
  - Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
  - Comply with safeguarding training expectations
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- Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

Date/s: