

Job Description and Personal Specification: Home School Link Worker

Responsible to:	Head of School
Job Type:	Part-time, Permanent
Grade:	Grade 8
Hours per week:	13hrs per week
Working weeks:	Term Time +
Location	The Elms Primary School

Context: The purpose of the role is to provide a targeted service working with pupils and their families which addresses issues that may hinder or disrupt a pupil's learning.

Main purpose

The HSLW, under the direction of the Head of School, will:

- Receive referrals and under the guidance of school and the Trust Safeguarding Lead, will follow up issues with the pupil / family involved and provide advice upon or signpost to appropriate support.
- The post holder will be expected to initiate contact either by phone or in person and establish support work either independently or with other professional agencies as appropriate.
- To develop and deliver programmes of support for pupils and families based on assessed needs.

Duties and responsibilities

- To offer support to parents/carers/families who are referred by school / Safeguarding Lead. This could be in the home, at school or by phone.
- To support school and families by facilitating the involvement of appropriate bodies over a wide range of issues and keeping all informed. Issues could include bereavement, family breakdown, mental health difficulties, debt and drug/ alcohol misuse.
- To liaise with school SENDCo and Pastoral Lead to provide support and advocacy for families of children with additional needs.
- To build links with other agencies in order to be able to act as a signpost for families and to ensure that they receive the appropriate support.

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- To promote and publicise the support available among families, the local community, school staff and other professionals working in the area.
- To assist in providing information and support at times of transition such as starting school or moving to secondary school. To liaise with pre-school/nursery settings and secondary schools to ensure that vulnerable families are supported through these transitions and where appropriate to provide group and/or one to one support for such families.
- To set up drop in/group sessions, if required, for parents/carers to share common concerns/discuss issues as directed by the school.
- To provide parenting education and support, both one to one and, where appropriate in groups.
- To promote close collaboration between families and teachers/TAs, encouraging and facilitating effective dialogue between parents and teachers about children's progress including providing support for teachers around working with parents, and providing support and advocacy for parents.
- To support parents so that they can help their children to fulfil their potential in school, e.g. around reading, homework, attendance and positive behaviour, where appropriate facilitating and arranging Family learning opportunities within school.
- To maintain appropriate records and confidentiality including logs of daily activity.
- To work in accordance with Child Protection policies and procedures.
- To take part in monitoring and evaluation of the work.
- To take part in relevant training, professional development and supervision to keep up to date and share best practice with relevant professionals.
- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally -adopted policies; including taking responsibility for raising concerns with the appropriate manager.
- Plan the arrangements for home contact, following the Lone Working Policy.

The duties and responsibilities in this job description are not exclusive or exhaustive, and the post holder will be required to complete such duties as may reasonably be expected within the scope and grade or the post.

¹Qualifications and Experience (Essential and Desirable Criteria)

Experience	
Minimum 1 year experience of working with children, young people and/or families	E
Experience of child protection work the Early Help Assessment and TAF process	E
You understand the role of the family worker and the part it plays within schools	E
Experience of working in a multi-agency setting	E
Qualifications & Training	
A good standard of education to GCSE or equivalent with grades A to C. English is essential.	E
To have undertaken specialist child protection training	E
Clean driving license and use of own car	E
Trained to deliver parenting courses	D
Knowledge & Skills	
You are competent in using the Microsoft applications (Word, Excel, PowerPoint, Outlook)	E
You are competent in using the Internet for research, calendars and email.	E
You have experience of a professional working environment and are able to deal with the various aspects of writing reports.	E
You provide balanced, impartial and accurate information and deal with people tactfully.	E
You use the most appropriate method, language and style of communication for the situation and people involved.	E
You speak and write clearly and accurately, and check that people understand your message.	E
You develop and maintain good working relationships, and recognise breakdowns in communication.	E

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You understand your own role and that of other professionals and work together to achieve to achieve the best possible outcome. You are accountable to and work under the direction of the Academy Safeguarding Officer. You willingly accept responsibility for your own work while keeping other people informed of progress and possible problems. You can work as part of a team effectively. You appreciate the level of support required to achieve required aims.	E E E
You set an example by working efficiently with supervision as required. You take opportunities to develop yourself by learning from others and taking on new challenges. You put forward ideas and contribute to initiatives. You are aware of the limits of your own authority when making decisions. You prioritise and manage your own work using your own time, technology and resources effectively. You show a flexible but responsive style of working	E E E E E
You are able to adapt to changing priorities. You make suggestions for improving working practices. You respond quickly, flexibly and positively to change, using it as an opportunity to learn, develop and practise new skills. You put into practice new ways of working and exploit new technology. You have the confidence to handle unexpected enquiries and can manage an increased workload.	E E E E E

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