

## Job Description: Home School Link Worker

Responsible to:	Assistant Headteacher / Attendance & Engagement Officer
Job Type:	Permanent
Grade:	7
Hours per week:	37
Working weeks:	38
Location	<sup>1</sup> King Alfred's Academy

### Main Purpose of the Job

- To improve the attendance of children with persistent and severe absenteeism
- To support families to improve their child's attendance and attend school on a regular basis
- To work with colleagues and other agencies to overcome any barriers to attendance for this target group

### Main Duties

1. Work closely with the families and children to improve their attendance. This will involve going to the homes and meeting the parents and students in and outside of school.
2. Meeting families before school at the home and bringing the child in to school.
3. Working with the school attendance officers and pastoral teams to unpick the barriers and to create action plans that will impact on attendance for the target group
4. Working with external agencies to provide further support and interventions
5. When necessary, liaise with the social care team at County to ensure that there is a joined up approach
6. Support and attend external agency meetings to ensure we work collaboratively with all parties who are involved in the child's welfare.

### General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

## Qualifications and Experience

Qualities	Essential/Desirable
<ul style="list-style-type: none"> <li>• Willing to undertake relevant training to learn new skills and update existing knowledge, skills and understanding.</li> <li>• Possess a valid UK drivers licence</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience, working with young people aged 11-18 with attendance difficulties</li> <li>• Experience working with families to support with parenting</li> <li>• Basic level of literacy and numeracy.</li> <li>• Understand the barriers to attendance</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good people skills and being able to build good relationships with families and children</li> <li>• Set action plans and achievable goals with families</li> <li>• Be able to contribute and lead meetings.</li> <li>• Be able to demonstrate impact of attendance interventions</li> </ul>	E
<ul style="list-style-type: none"> <li>• Be empathetic and supportive with families and children</li> <li>• Be caring and understanding of personal difficulties families are facing</li> <li>• Build strong professional relationships based upon trust and respect with all that they work with</li> <li>• Be able to show initiative and be independent in fulfilling the role</li> <li>• Ability to relate to young people with emotional needs.</li> <li>• Be able to stay calm and deliver in challenging circumstances.</li> <li>• Able to work one to one with children.</li> <li>• Ability to work under pressure, prioritise tasks and work to deadlines.</li> <li>• Caring and supportive approach when working with young people.</li> </ul>	E

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<ul style="list-style-type: none"><li>• A minimum of two A levels at C grade or above or equivalent BTEC's or appropriate and relevant experience in this role</li></ul>	D
<ul style="list-style-type: none"><li>• An understanding of emotional based school avoidance</li><li>• Have previous experience with working with families and in particular their child's attendance to school</li></ul>	D
<ul style="list-style-type: none"><li>• Already has HSLW experience.</li></ul>	D

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