



Job description

Job title: Home School Link Worker

Pay Scale: Grade 7

Hours: 7.5 hours per week

Weeks of work: 39 weeks (term time only plus INSET days)

Permanent/Temporary: Fixed term until 31 August 2027

Job Purpose: To support families of disadvantaged, SEND and vulnerable children. To build links between home and school. To plan and implement supportive programmes of intervention for all children at Glory Farm Primary School.

Responsible for:

Key Duties and Responsibilities:

- To work alongside the senior leadership team to support families to improve attendance and lateness.
- 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.
- To help to improve attendance and late arrivals by monitoring and offering assistance.
- To provide emotional support and strengthen self-esteem.
- To help families, the child and the school access information and signpost them towards available support.
- To establish constructive relationships with parents/carers and report on information from children/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 on the basis of:
 - Needs of children and families and requests for support
 - Priorities and needs that the school has identified
- To help families and children access other services, referring where appropriate both in school and to external agencies.
- To work closely with other agencies ensuring that follow-up work is done and all concerned are well informed.
- To promote healthy living. Assist the school nurse, ensuring appointments are kept and parents given consent or attend.
- To attend and participate in training to ensure professional development and competence.

- To establish good relationships with children, being a role model by presenting a positive personal image and responding appropriately to individual needs
- To support and lead (as needed) the TAF process and other administration based tasks with identified children (alongside the senior leadership team).
- To 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.

Additional duties:

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

The post-holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or level of responsibility entailed.

The schools and Acer Trust are committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	Further education, e.g. A-levels or undergraduate degree
Relevant experience and knowledge	- Experience working in a school environment or other educational setting - Experience working with children /young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioural needs, mental health needs) - Experience supporting and working with parents of young people - Experience working with colleagues and external stakeholders (e.g. from external agencies) - Experience of keeping good written records - Knowledge of the barriers to learning that pupils may face - Knowledge of available support services in the local area	Experience of school attendance.
Relevant skills and aptitudes	- Good listening skills - Effective written and verbal communication skills - Good IT skills - Tailoring plans and interventions to individual pupils - Ability to create good relationships with children, staff, parents and external agencies - Safeguarding of children and young people	Previous experience of using Bromcom or another MIS.
Personal qualities	- Patient and calm - Wants to provide the best possible opportunities for all pupils - Organised, good time management skills, proactive and self-motivated - Upholds and promotes the ethos and values of the school	

	• Ability to work under pressure and prioritise effectively • Maintains confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion	
Other	• An awareness of responsibilities for health and safety of themselves and others • Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment • A commitment to safeguarding children	• A willingness to support the wider life of the school