



The  
**Pope Francis Catholic**  
 Multi Academy Company

## Our Lady's Catholic Primary School

Oxford Road  
 Cowley  
 OX4 2LF



T: 01865 779176

E: [office@ourladycowley.co.uk](mailto:office@ourladycowley.co.uk)

Headteacher: Miss T Davies BA PGCE MA

*'You are young, you are precious, you are loved.'*  
 St John Bosco

## Home School Link Worker: Safeguarding, Attendance and Welfare

### Job Description

#### Job Details

Salary: Grade 8

Hours: 24 hours a week Term time + two weeks

Contract type: Fixed Term with a view to extend

#### Job Purpose

The Home School Link Worker will work in partnership with all school staff to provide a support service for parents and to address the needs of children who require assistance to overcome barriers in learning in order to achieve their full potential.

#### General Responsibilities: Safeguarding

- To fulfil the role and responsibilities of being the designated safeguarding lead alongside the Head Teacher.
- To update staff on the key changes to the most up to date version of Keeping Children Safe in Education.
- To provide safeguarding training for staff.
- To maintain all Child Protection records on CPOMS.
- To attend all Child in Need (CIN), Child Protection (CP) and Team around the Family (TAF) meetings with outside agencies.
- To be the lead professional in the Early Help Assessment (EHA) process and any other strategies when organised and led by the school.
- To attend all statutory training and any other training relevant to the role.

#### General Responsibilities: Attendance

- In partnership with the Admin Assistant, produce fortnightly attendance reports and highlight children under 95% attendance.
- To meet with parents to improve attendance.
- To introduce whole-school incentives to improve weekly attendance.
- To monitor the children who are persistently absent and provide support for parents.
- To monitor the children who are persistently late to school and provide support for parents.
- To conduct home visits for school refusers and assist parents.

#### General Responsibilities: Welfare

- To ensure that teachers and support staff are well informed of all necessary medical information including allergies and medical issues.
- To plan, organise and deliver nurture groups to support children's mental health and personal development.

#### General Responsibilities: Home School Links

- To enable parents and children to discuss concerns or worries in a safe and secure environment.
- To support families who are experiencing difficulties such as parental separation or bereavement.
- To help parents/carers who may need support on a wide range of issues or difficulties impacting on their family life, for example, illness, domestic abuse, disability or financial difficulties.



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- To offer parenting guidance and deliver parenting courses.
- To help parents and children to access services, resources and local community information.
- To liaise with outside agencies (school nurse, CAMHS, health visitors, GP)
- To help parents complete forms to apply for Free School Meals and other support available.
- To plan, organise and deliver interventions such as Rainbows and Lego Therapy.