

## Home School Link Worker

Responsible to:	Headteacher
Job Type:	Permanent
Grade:	Grade 7, SCP 13 - 17
Hours per week:	Up to 30hrs per week – hours are negotiable Open to job-share
Working weeks:	38
Location	1. Thameside Primary School

The **Home School Link Worker** works to support children and families to thrive in school. A main focus of the role is to help families to address barriers to attendance and success in school for their children.

### JOB PURPOSE

The Home School Link Worker will work preventatively with families, children and the school to provide early intervention, signposting, support and guidance, particularly in times of change and stress over both schools. Through strong partnerships with outside agencies and positive working relationships with families it will enable effective support for pupils and their families. The Home School Link Worker provide timely support and interventions to vulnerable families and address safeguarding concerns and reduce risk to children and young people.

### MAIN DUTIES

This job description covers key areas and therefore is not a comprehensive list of objectives. The job description is also subject to review and development from time to time in liaison with the post holder. Responsible to: Headteacher **Develop positive links between families and school**

- To encourage parents to attend meetings in school.

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- To encourage communication between the school and family.
- To help improve attendance and late arrivals by engaging with families and offer assistance.
- To identify and refer children and their families to the relevant agencies in line with the school's Safeguarding Policy.

### **Support families**

- Have an understanding of the challenges facing vulnerable families.
- To work directly with children and families, individually and in groups, particularly focusing on parenting skills, behaviour management, play and practical support.
- Give individual parenting guidance and support, with advice on how to develop and maintain positive discipline.
- To contribute to the Early Help process by completing strength and needs forms
- To attend and lead Team Around the Family (TAF) meetings.
- To provide reports for and attend core groups for Children in Need and Child Protection cases
- To support families to access information and benefits.
- To complete referrals to children's social care as appropriate
- To carry out home visits to support families/children, providing outreach support to families
- To improve children's well-being and attainment, providing support for parents/carers and pupils at times of change and stress.
- To help families and children access available services, completing referrals where appropriate. Work closely with other agencies, ensuring that follow-up work is done and all concerns are well informed.
- To develop links with agencies which provide and promote learning opportunities for parents and carers.
- To support families in improving children's attendance in line with the school's attendance policy.

### **Support children**

- To listen and offer support with problems and issues, giving the child a forum in which to talk about concerns in a confidential and non-judgmental environment.
- Provide emotional support and strengthen self-esteem.

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- Support and be the school lead for Young Carers.
- Develop positive links with feeder settings to ensure a smooth transition for vulnerable students
- Support the safeguarding team in developing risk assessments for individual students, parents and staff.

## GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had 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.

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**PERSON SPECIFICATION:**

**HOME SCHOOL LINKWORKER**

**Qualifications and Experience**

Qualities	Essential/Desirable	How Identified
High standard of effective and sensitive communication with adults and children, both verbal and written, including appropriate record keeping	Essential	App/Ref/SP
Willingness to undertake training for Deputy Safeguarding Lead role	Essential	App/SP
Experience of working as a Safeguarding Lead/Deputy Safeguarding Lead	Desirable	AP/SP
Trained as a Family Links (or similar) course facilitator	Desirable	App
Awareness of the need for confidentiality	Essential	App/SP
Ability to build good working relationships	Essential	App/Ref/SP
Ability to put in place professional boundaries	Essential	App/Ref/SP
An open and non-judgmental approach	Essential	App/SP
Commitment to support people in difficult circumstances	Essential	App/SP
Empathy, patience, diplomacy, good listening skills, flexibility and ability to stay calm under pressure	Essential	App/Ref/SP
Resilience and ability to manage change and stress	Essential	App/SP

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Strong time management and organisational skills	Essential	App/Ref
Good team working skills and the ability to work independently	Essential	App/Ref
Commitment to anti-discriminatory practice and an understanding of equal opportunities	Essential	App/SP
Willingness to learn and undertake relevant CPD	Essential	App/Ref/SP
Ability to work with other professionals	Essential	App/Ref/SP
Wide knowledge of other agencies and local services	Desirable	App/Ref/SP
Self-motivated, enthusiastic, creative and adaptable	Essential	App/Ref/SP
Good at solving problems	Essential	App/Ref/SP
Training in counselling skills or similar	Desirable	App/SP
Ability to constructively challenge difficult issues	Essential	App/SP
Maths and English GCSE or equivalent (Grade C)	Essential	App
Full driving license and access to a car with business use insurance	Desirable	SP
Relevant qualifications to the role	Desirable	App
Early Help training/experience of Early Help Working	Desirable	App
Experience of working with parents and families	Essential	App/SP
An understanding of 'Keeping Children Safe in Education" and a working knowledge of the Children Act 1989, particularly in relation to Child Protection.	Essential	App/SP

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Knowledge of referral route and how to raise concerns	Desirable	App/SP
Experience of working within a school	Desirable	App/SP

Key:

Application (App) References (Ref)

Selection/Interview Process (SP)

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*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.*

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