



HSLW

Job Description

Name:	
Post:	Home School Link Worker (HSLW)
Salary Grade:	G8
Hours:	To be agreed
Job Type:	Permanent
Responsible to:	Headteacher
Responsible for:	NA
Budget responsibilities:	NA
Signatures and Date:	

Introduction

This job description will be reviewed at least annually and any changes and allocation of particular responsibilities will take place as part of the Performance Management Review. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- co-operate on all issues involving health and safety
- use work items provided for you correctly, in accordance with training and instructions
- do not interfere with or misuse anything provided for your health, safety or welfare
- report any health and safety concerns to your line manager as soon as practicable

Main Duties

- To support the work of the DSL, SENDCo and AHT
- To work preventatively with children and families to provide early intervention, support and guidance
- To develop strong partnerships with outside agencies and positive working relationships with families to improve outcomes for pupils
- Promote and Safeguard the safety and welfare of children
- To identify and refer children and their families to the relevant agencies in line with the role and School's Safeguarding Policy
- Know how to identify potential child abuse or neglect and follow safeguarding procedures
- Support service children through individual and group activities and pastoral care
- Work with service families to support deployment and school movement and undertake work within the service community
- Represent the school through service networking and meetings

Main Purpose

Develop Positive Links between Families and School

- Support the development of responsible citizens along with caring and confident communities to develop the range and quality of learning experiences for everyone to raise standards of performance and achievement and provide emotional and social stability
- To encourage communication between the family and school
- To encourage parents to attend meetings in school
- To improve pupil attendance and late arrivals by engaging with families
- To arrange support from relevant agencies
- To promote positive attitudes and high standards of behaviour using the positive relationships policy and consistent language
- Establishing productive working relationships with families, acting as a role model and setting high expectations

Support for Families

- Have an understanding of the challenges facing vulnerable families
- To work directly with children and families, focussing on parenting skills, behaviour management and practical support
- To contribute to the Early Help process by completing strength and needs forms
- To attend TAF and TAF meetings
- Ensure pupils have equal opportunities to learn and develop
- To provide reports and attend core groups for Children in Need and Child Protection cases
- To develop links with agencies providing and promoting learning opportunities for parents and carers
- Supporting pupils consistently, whilst recognising and responding to their individual needs
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance

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Support for Children
<ul style="list-style-type: none"> ● To listen and offer support with problems and issues in a confidential and non-judgemental environment ● To provide emotional support and strengthen self-esteem ● Support and take the lead for Young Carers ● Support service children through individual and group activities and pastoral care

Support for the School
<ul style="list-style-type: none"> ● Keep clear and accurate records of meetings and contacts and agreed actions, including the use of CPOMs ● To monitor and evaluate the effectiveness of actions ● Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person ● Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop ● Contribute to the overall ethos/work/aims of the school ● Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils ● Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils ● Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

Person Specification

		Essential/ Desirable
Experience	At least 2 years experience of working with children and families in a pastoral role (or similar)	E
	Experience of working as part of a team	E
Qualifications	Grade 'C' or above GCSE Maths/English	E
	NVQ Level 3 or equivalent in area of expertise	E
	Excellent spoken and written English	E
Knowledge and Skills	An understanding of 'Keeping Children Safe in Education' and knowledge of the Children Act 1989, particularly in relation to Child Protection	E

	Skilled communicator and a high standard of effective and sensitive communication	E
	Ability to work with a high level of confidentiality and maintain professional boundaries	E
	Understanding of HM Armed Forces deployment/postings/challenges	E
	Use ICT effectively in relation to the role	E
	Full working knowledge of relevant policies/codes of practice and legislation	E
	Understanding of child development and learning processes, in particular barriers to learning	E
	Understanding of a range of support services/providers	E
	A commitment to safeguarding and health and safety legislation	E
Personal	Ability to relate well to children and adults and form strong relationships with pupils and parents	E
	Strong organisational and time management skills	E
	Ability to work flexibly	E
	Ability to self-evaluate learning needs and actively seek learning opportunities	E
	Empathy, patience, diplomacy and calmness under pressure	E
	Use own initiative	E
Personal qualities	Commitment to own professional development and that of colleagues	E
	Resilience	E
Special requirements	Satisfactory Disclosure and Barring Service (DBS) check	E
	Commitment to and understanding of moral and statutory responsibility to safeguard and promote the welfare of all children.	E

	Commitment to make every effort to provide a safe and welcoming environment, underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.	E
	Maintaining an attitude of 'it could happen here' where safeguarding is concerned.	E
	Ability to occasionally attend meetings/events outside normal hours of work for this post	E
Equal opportunities	Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services	E