



JOB DESCRIPTION

School:	Birch Wood (Melton Area Special School)
Job Title:	Home School Link Worker
Grade:	7
Responsible To:	Associate Headteacher
Key Relationships/ Liaison with:	Parents/carers, students, teachers
Job Purpose:	To contribute to a whole school programme on improving learning outcomes for disadvantaged students.

MAIN DUTIES AND RESPONSIBILITIES:

1. To contribute to a whole school programme on improving learning outcomes for disadvantaged students with specific reference to students in receipt of PPG and catch-up funding.
2. Conduct an initial needs analysis for pupils identified by the school and then in collaboration develop and implement an appropriate intervention programme and review its effectiveness.
3. Maintain an accurate record of the purpose, nature and outcome of all interventions with students and their families.
4. Work with the school to raise family awareness and aspiration, and to increase involvement of parents in literacy and numeracy initiatives in the home.
5. Enhance links between the school and parents/carers.
6. Provide support to individual children and families where social and emotional issues are proving to be barriers to the child's educational progress.
7. Support parents and carers whose children are reluctant to attend school or who have been identified as having poor attendance.
8. Help parents/carers in developing their parenting skills, including advice on how to develop and maintain positive discipline and healthy lifestyles.
9. Give parents/carers with concerns a forum to talk in a confidential and non-judgemental environment.
10. Develop parent support programmes for all key stage transitions.
11. Carry out home visits to support families and students.
12. Work preventatively with families, students and the school to provide early intervention, signposting, support and guidance, particularly at times of change

and stress.

13. Record issues of disaffection and communicate these to teachers, social workers and other relevant professionals.

SPECIAL FACTORS:

(Please delete/add where appropriate)

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery Schools Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.



PERSON SPECIFICATION

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	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> • Able to demonstrate competency in literacy and numeracy equivalent to level 2. • Evidence of relevant training or professional development related to working with children, families or communities. • Relevant further education qualification or experience (e.g. childcare, education, social work, family support). • Training in safeguarding, child protection or family intervention programmes. 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>App/Doc/Ref</p> <p>App/Doc/Ref</p> <p>App/Doc</p> <p>App/Doc</p>
Experience <ul style="list-style-type: none"> • Experience of working with disadvantaged children, young people and families. • Experience of supporting individuals with social, emotional or behavioural needs. • Experience of working collaboratively with professional across different services (inter-agency working). • Experience of maintaining records and producing reports. • Experience of conducting home visits • Experience working within a school or educational setting. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>App/Int/ Ref</p> <p>App/Int/ Ref</p> <p>App/Int/ Ref</p> <p>App/Int/ Ref</p> <p>App/Int/ Ref</p> <p>App/Int/ Ref</p> <p>App/Int/ Ref</p>

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> Experience of inclusion work, including in special schools and SEND 		✓	App/Int/ Ref
<p>Knowledge</p> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. Understanding family dynamics and the impact on children's learning and wellbeing Knowledge of early intervention strategies and family support frameworks 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> App/Int/ Ref App/Int/ Ref App/Int/ Ref
<p>Skills/Attributes</p> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to effectively manage pupil behaviour in accordance with school policy and procedure. Ability to work effectively as part of a team. Ability to deliver workshops or group programmes for parents/carers. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> App/Int Int/Ref Int/Ref Int/Ref Int/Ref Int/Ref
<p>General Circumstances</p> <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	<ul style="list-style-type: none"> ✓ 		App/Int
<p>Factors not already covered</p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>	<ul style="list-style-type: none"> ✓ 		Med

App = Application Form

Test = Test

Int = Interview

Doc = Documentary Evidence (E.g., Certificates)

Pre = Presentation

Int = Interview

Med = Medical Questionnaire