

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No	Post Title	Grade	JE Pts	Date
C1056	<b>Home School Link Worker</b>	Grade 6	NJC 456	April 2008

### Statement of Purpose

To provide a complementary service to existing teachers and staff in the school, addressing the needs of children and families who need help to overcome barriers to learning both inside and outside school in order to achieve their full potential, and enable school to raise standards of achievement, improve attendance and raise standards of behaviour.

### Support to Pupils and Staff

- To liaise with other school staff and agencies to identify pupils at risk of disaffection or lack of parental support.
- To recommend and develop strategies within the school intended to improve the attendance/behaviour of particular pupils.
- To work with identified children during the school day on a 1:1 or small group basis.

### Administration Support

- To have knowledge and appreciation of the range of activities, courses, organisations and individuals that could be drawn upon to provide further support for pupils.
- To jointly organise, implement, monitor and evaluate projects involving families, to report to the Headteacher on the impact of these.
- To attend Child Protection Case Conferences and Core Groups for children on the Staffordshire Child Protection Register.
- To keep up-to-date records, notes or minutes about particular cases in compliance with the Data Protection Act whilst maintaining confidentiality at all times.

### Support to Parents and Community

- To develop positive home-school relationships –acting as a link between home and school including making home visits.
- To develop the role with parents and guardians, building good relationships with staff and children and to devise, implement and evaluate individual support plans and small group projects.
- To forge and maintain regular contact with identified families/guardians of children in need of extra support at home and at school and to secure positive family support and involvement.
- To signpost a range of support services to children and families identified as requiring support.

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**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

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**Person Specification  
Home School Link Worker  
Level 3**

<b>Essential Criteria</b>	<b>MEASURED BY</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working to support children’s learning, gained in a relevant environment.</li> <li>• Experience of working with pupils demonstrating challenging behaviour.</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Very good numeracy/literacy skills equivalent to GCSE C and above.</li> <li>• NVQ 3 for Teaching Assistant (or recognised equivalent qualification).</li> <li>• Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, CACHE, etc.</li> </ul>	I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills to be able to relate well to a wide range of people.</li> <li>• Full working knowledge of relevant policies/codes of practice.</li> <li>• In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN, Early Years.</li> <li>• Understanding of principles of child development and learning processes and in particular, barriers to learning.</li> <li>• Ability to plan effective actions for pupils at risk of underachieving.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Effective use of ICT to support learning.</li> <li>• Use of other equipment technology – video, photocopier.</li> <li>• Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>• Good communication skills.</li> </ul>	AF/I

