

Job Description: Home School Liaison Assistant

Post title	Home School Liaison Assistant (inc safeguarding)
School:	Arbour Vale School Satellite Centre and Main Site
Salary and grade:	Level 5, 25.1-29
Line manager/s:	Home School Liaison manager
Supervisory responsibility:	The Postholder will provide professional support to all classroom-based staff Key Stage Leaders/Heads of Department on Family Support matters and early help.

Purpose of the post

The Postholder, supporting the work of the home school liaison manager, Key Stage Leaders/Heads of Department, SENDCo and Designated Safeguarding Lead (DSL), will support the coordination Services responding to and providing proactive support to families. Through early intervention, the postholder will work directly with families and/or our vulnerable young people. The postholder will seek to engage and work collaboratively with a range of external support agencies. In addition, the Postholder will support the work of the DSL and Attendance Officer to monitor attendance and ensure appropriate work/resources are made available.

The specific responsibilities of this post require a flexible approach to working hours during term time and holiday periods. Availability as the first point of contact ('on-call') in responding to vulnerable children/families in need during holiday times will be agreed through the 'on duty' senior member of the Leadership team. This role will encompass all pupil between both site.

Key responsibility areas

- To take a lead role in Early Help in conjunction with the home school liaison manager and DSL to identify vulnerable students who might benefit from Early Help support and attend meetings
- To actively promote positive relationships between school and home setting in support of our pupils and their families, enhancing parent/carers engagement with the school and other external agencies
- Promote and develop stakeholder engagement, including networking with external agencies and the voluntary sector in supporting/meeting needs of our more vulnerable children
- Enhance communication between school and home, recognising the multi-cultural community and diversity of needs that the school serves.
- Provide increased opportunities for parents/carers to become actively involved in their child's learning development including organising parent workshops.
- Ensure all families have access to online learning, physical resources/work packs during periods of pupil absence.
- Develop the coordination of partnerships with a range of community services/agencies that include health, police, housing Local Authority, SEND agencies and social care.
- To support parents/carers by providing access to training/support to overcome potential barriers for their children to school, such as mental Health and well-being, social and emotional needs, behaviour, and attendance.

- Monitor attendance of those young people considered most vulnerable and in conjunction with home school liaison manager, identify strategies/interventions to re-engage the child and ensure their safeguarding at all times.
- To actively promote and encourage 'Student Voice' encouraging greater independence, self-esteem, and confidence by taking responsibility for themselves and their peers.
- To support parents in accessing a range of therapeutic interventions.
- Ensure 'Keeping Children Safe in Education' is observed by all that come into contact with our pupils.
- To attend as directed by the DSL, safeguarding and professional meetings.
- To promote the school's 'Equality and Diversity' policy and be proactive in tackling specific issues such as bullying, peer on peer abuse, racial tension, homophobia.
- To ensure that relevant and up to date information is available for parents on the school website.
- To assist in gathering evidence linked to parent engagement.
- Maximise/add value to the contribution of all staff in enhancing our pupils school and life experiences
- Create and maintain good working relationships among all members of the Academy community
- Work collaboratively with others to develop effective professional relationships
- Make a positive contribution to the wider life and ethos of the school

Safeguarding, Behaviour and attitudes to learning

- Maintain good relationships with staff and pupils, exercise appropriate authority, and act decisively, when necessary, in line with school policies and procedures
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of all pupils
- Have high expectations of behaviour, promoting self-regulation and independence of all learners
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Build relationships with families and external agencies, working collaboratively to ensure the best outcomes for all pupils, especially relating to safeguarding.

Strategic direction and development

The Home School Liaison Assistant will:

- Treat all information acquired through the work environment, whether informal or formal, in strict confidence ensuring compliance with the Data Protection Act
- Ensure compliance with legislation and school policies relating to the role
- Promote equality, diversity and inclusion, ensuring the curriculum is inclusive and covers safeguarding and medical needs.

Quality of Provision

The Home School Liaison Assistant will:

- Ensure pupils receive learning and support in compliance with their Education and medical needs
- Liaise with the therapies manager to ensure a full range of integrated therapies to engage and support/aid each child's development in line with medical needs
- Achieve a sense of harmony through mutual respect, awareness and tolerance when working with students
- Involve pupils/students in the decision-making processes in safeguarding planning

- Promote the Academy's commitment to child protection and safeguarding (including e-safety) within the curriculum

Accountability

The Home School Liaison Assistant will:

- Work closely with and report to the home school liaison manager
- Work collaboratively with the Local Governing Body and those sub-committees as appropriate
- Provide information, objective advice and support to home school liaison manager and DSL
- Work with all stakeholders, locally, nationally and internationally, as appropriate in providing access to Early Help services.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

The successful candidate must be able to drive and have access to a vehicle to travel between both sites and attend home visits.

Person Specification for the Post of Home School Liaison Assistant , Arbour Vale School

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	GCSE Grade C/4 or above (or equivalent) in English and Maths.	Essential
	Relevant qualification in safeguarding, family support, social care, education, counselling, youth work, or a related field.	Desirable
	Evidence of relevant safeguarding and child protection training.	Essential
	Willingness to undertake further professional development relevant to the role.	Essential
Experience	Experience of working with children and young people, particularly vulnerable pupils and/or pupils with SEND.	Desirable
	Experience of working with families and supporting parent/carer engagement.	Desirable
	Experience of multi-agency working, including liaising with external agencies and professionals.	Essential

	Experience of supporting safeguarding, attendance, early help, or pastoral interventions.	Essential
	Experience of organising workshops, support programmes, or community engagement activities	Desirable
Knowledge & Understanding	Knowledge and understanding of safeguarding legislation, statutory guidance, and safer working practices, including Keeping Children Safe in Education (KCSIE).	Essential
	Understanding of Early Help processes and multi-agency safeguarding procedures.	Desirable
	Understanding of the needs of children and young people with SEND and their families.	Essential
	Knowledge of attendance procedures and strategies to support pupil engagement and wellbeing.	Desirable
	Understanding of equality, diversity, inclusion, and anti-discriminatory practice.	Essential
	Understanding of confidentiality, professional boundaries, and data protection requirements.	Essential
Skills & Abilities	Ability to build positive and professional relationships with pupils, families, staff, and external agencies.	Essential
	Strong communication and interpersonal skills, both written and verbal.	Essential
	Ability to support and engage families facing a range of social, emotional, and practical challenges.	Essential
	Ability to work independently, use initiative, and manage competing priorities effectively.	Essential
	Ability to maintain accurate records, prepare reports, and manage sensitive information appropriately.	Essential
	Ability to promote positive behaviour, wellbeing, and pupil engagement.	Essential
	Competent IT skills, including the use of online systems and communication platforms.	Essential
Personal Attributes	Commitment to safeguarding and promoting the welfare of children and young people.	Essential
	Compassionate, approachable, and able to build trust with families and pupils.	Essential
	Resilient, adaptable, and able to remain calm under pressure.	Essential
	Commitment to equality, diversity, and inclusive practice.	Essential
	Ability to work collaboratively as part of a wider school team.	Essential
	Professional, reliable, and committed to maintaining confidentiality at all times.	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*

Signature of post holder:

Date: / /

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Signature of Principal:

Date: / /

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