



## Job Description: Home School Liaison Assistant

<b>Post title</b>	Home School Liaison Assistant (inc safeguarding)
<b>School:</b>	Arbour Vale School
<b>Salary and grade:</b>	Level 5, FTE £31,473.00 - £34,281.00, Actual Salary - £28,332.50- £30,860.30. Plus Special School Allowance FTE £1,315.07 - Actual - £1,183.80
<b>Line manager/s:</b>	Home School Liaison manager
<b>Supervisory responsibility:</b>	The Postholder will provide professional support to all classroom-based staff Key Stage Leaders/Heads of Department on Family Support matters and early help.

**An inspirational leader, committed to the highest achievement for all.**

### Purpose of the post

The Postholder, supporting the work of the home school liaison manager, Key Stage Leaders/Heads of Department, Assistant Principal (SENDCo) and Assistant Principal 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.

### 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/carer 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.

The Home School Liaison Assistant will **undertake such other reasonable professional duties commensurate with the Post as directed by the Principal.**

**Signature of post holder:**

**Date: / /**

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**Signature of Principal:**

**Date: / /**

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