



Brackenhill Primary School
Job Description
Home School Liaison Officer

Job Purpose

To offer parental support and to establish and maintain a positive relationship between the home, the school and the local community. To monitor attendance and actively work to improve school attendance.

Areas of Responsibility and Key Tasks

- To visit pupils' homes both before and following their entry to school.
- To assist parents with education bureaucracy e.g. claiming free meals, filling in forms.
- To give information and explanations to parents about the curriculum and school policies and practices.
- To listen to parents and community groups and represent their view to the school.
- To establish links with community groups in the locality.
- To make informal and regular contact with parents.
- Must have a valid first aid certificate or be willing to undertake first aid training and deliver first aid duties in school
- Must be willing to undertake training for and perform fire marshal duties

To encourage parental and community involvement in school life.

- To encourage parents, who have the time, to contribute to classroom activities and to assist with extra-curricular activities.
- To convey information to parents about Governor's meeting and other school events.
- Where accommodation permits, establish a welcoming parents' area for informal and private discussions with parents.
- To assist the school in running occasions for parents that are well-attended by all sections of the school community.

To help the school, create an environment which is supportive of the values, language and cultural of the community it serves.

- To contribute to displays, to reflect the contribution of parents in school.
- Assist the school in which the post holder is based with interpreting and translation.
- To assist the Headteacher in meetings with parents who do not speak fluent English.
- To meet regularly with the Headteacher or other members of senior management to report back on home visits and other activities.
- To keep records of home visits and visits to community groups.
- To report back, in confidence, to class teachers about visits to the homes of pupils in their classes.
- To support pupil attendance in school
- To monitor pupil attendance and liaise with parents to ensure optimal pupil attendance
- To report attendance issues to the Headteacher and liaise with the Education Social Worker (ESW)
- To work with the admin team to support pupil attendance

Equal opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve