



Job Description

Post Title: Home School Liaison Officer

Pay Scale: Grade 6

Responsible to: Vice Principal

Main Purpose of the Post:

- To undertake home visits with students to provide support and guidance and to undertake casework with families to address behaviour and attendance issues and assess needs to determine appropriate action plans and interventions.

Principal Accountabilities:

- Undertake home visits to students who have not attended school on a day-to-day basis.
- Source and provide work for home visits to students unable to attend the Academy owing to medical problems (long term and short term).
- Be the link between families and the Academy; asking and confirming information, passing on information to relevant people to enable communication between Academy and families.
- Take and deliver exclusion letters and work for those students who have been excluded.
- Liaise with external agencies to secure additional support and/or places for students.
- Drive the Academy minibus on a set route each morning, collecting students from home and bringing them into the Academy.
- Provide transport for students currently facing issues getting into the Academy on a short term basis.
- Transport students to youth club activities to promote attendance and to build students' confidence and self-esteem.
- Converse with a select group of students (whilst in detention) on the consequences of non-attendance and lateness.
- Represent the Academy at external meetings to support students when required.
- Keep a daily record of the number of home visits, the times and the outcomes of visits.
- Support and encourage students back into school after long term absence; offer home visits and transport to these students.
- Report on safeguarding issues that are picked up from home visits.
- Undertake other administrative tasks to support the Academy upon request.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Act (1998). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- Able to work as part of a team and use own initiative.
- Efficient and effective organisation, prioritisation and time-keeping skills.
- First aid qualification.
- Effective communication skills.
- Effective administrative skills and previous experience working in an office/school environment.
- Effective IT skills and experience in the use of Microsoft Office packages.
- Able to work in a challenging environment and meet deadlines.
- Knowledge of strategies which help and promote good behaviour and discipline.
- Knowledge of the Comprehensive Assessment Framework.
- Experience of engaging with disaffected students.
- Knowledge of strategies to promote positive attendance.

Creativity and Innovation:

- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.
- Develop and implement systems to promote positive attendance.
- Monitor and respond to student behaviour and attendance by making adjustments to planned activities or interventions.
- Motivate students and families to engage with the Academy.

Decision-Making:**Discretion:**

- Manage own workload to ensure effective service delivery.
- Use discretion when to seek advice from line management in relation to identified safeguarding concerns.
- Signpost students and families to other support agencies.
- Respond to on the spot incidents requiring immediate attention/decision on and off the premises and/or without direct contact with a Senior Member of Academy staff.

Consequences:

- Positive impact on the level of behaviour and attendance issues across the Academy.
- Positive impact on the quality of education offered to students.

Contacts and Relations:

- Contact on a daily basis with the Executive Principal, SLT, Academy Staff and Governors for the exchange of information.
- Contact on a daily basis with students and parents to offer pastoral support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with external agencies to represent Academy at meetings and signposting.

Responsibility for Resources:

- Mobile phone.
- Panic alarm.
- Access to fuel cards for minibus.

Working Environment:**Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.

Physical Demands:

- Work will require normal physical effort.

Working Conditions:

- Work will be undertaken in an office/school environment with visits in the community involving challenging and confrontational circumstances.

Work Context:

- Work is undertaken in an office/school environment with visits in the community involving challenging and confrontational circumstances and may be subject to challenge from parents, students and staff.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature