

SHOEBURYNESS HIGH SCHOOL

Job Description

Post Title:	Home School Liaison Officer
Responsible To:	Senior Leadership Team
Hours of work:	8.15am to 4.15pm Monday to Thursday 8.15am to 3.45pm Friday

Purpose of the Job

This post is integral to the safeguarding and support of students across all key stages. The role will involve 1-2-1 mentoring, home visits, liaison with multiple external agencies, the creation, organisation and implementation of short-term intervention programmes and support of students who have demonstrated high tariff negative behaviours to aid them in being successful during their school career.

Your areas of responsibility will include:-

- LAC/PLAC/SGO/AOC/Kinship – liaison with Virtual School, Social Care, Carers and Guardians.
- Persistent Absence – home visits.
- Education Access Team – review meetings, AV1 administration.
- Alternative Provisions – visits to external providers; including YMCA, Circle Farm, Rally Sport, Changes Training to review student engagement, progress towards qualifications.
- To assist in monitoring the social and emotional wellbeing of students across the school.
- To liaise with parents/carers and outside agencies and attend meetings as appropriate.
- To promote positive values, attitudes and good student behaviours; dealing with conflicts and incidents.
- Manage students who are showing socially unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- Establishing productive working relationships with students using methods to encourage student engagement and participation in activities via short- and medium-term interventions.
- Maintain daily contact with assigned students to support, assist and enable them to meet the targets set and develop the attitude and skills to meet targets with less support.
- Work in partnership with other practitioners to deliver effective interventions and support for children and families.
- To encourage pupils to develop social and independence skills, whilst providing support when it is needed.
- Report student and school issues in line with the school's policies for health and safety, child protection, behaviour management, etc.
- Be involved in extracurricular activities, e.g. open days and presentation evenings.

Additional Duties

- Implement rewards and consequences.
- Attend Internal and External Welfare meetings, including Strategy and Placement review meetings.
- Plan support and pre-empt where classroom assistance is needed for behavioural issues.
- Work with external agencies, utilising their services where appropriate.
- Act as lead professional for referrals.
- Responsible for managing confidential information in line with GDPR regulations.

General

- To undertake any training commensurate with the post – including DSL level 3.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To be responsible for safeguarding and promoting the welfare of children and young people for whom the post holder is responsible or comes into contact.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • English and Maths GCSE grade 4-9, or equivalent • Level 3 Safeguarding (support with training) • Full driving licence and use of own vehicle and business insurance 	<ul style="list-style-type: none"> • First aid (Support with training)
Experience	<ul style="list-style-type: none"> • Experience of working with children and young adults • Experience of running short- and medium-term intervention projects with individuals and groups. 	<ul style="list-style-type: none"> • Experience of working in school setting in multiple year groups • Experience of working with external agencies
Knowledge and Skills	<ul style="list-style-type: none"> • Thorough knowledge and understanding of safeguarding students and young adults. • Ability to prioritise work effectively • Ability to work flexibly to meet deadlines and fulfil all set duties. • Ability to respond swiftly and effectively to instructions and direct others as appropriate • Ability to work as part of a team. • Ability to manage difficult conversations and conflict • Understanding of the educational, welfare and social needs of children • Ability to build positive relationships with students in order to enhance their learning and development. • Proven excellent written and oral communication skills, including IT skills 	
Personal Qualities	<ul style="list-style-type: none"> • Able to maintain confidentiality in all circumstances. • Proactive approach to work; being responsive, empathetic and supportive to all within the school • Able to establish effective relationships with those working in and with the school • Understand the importance of and ensure the support of the physical and emotional wellbeing of staff and pupils 	<ul style="list-style-type: none"> • Able to contribute new ideas and ways of working