

## Job Description

### Home-School Liaison Worker

**Term time only – 16 hours a week (but to include some drop-offs or pick-ups of the children in KHEF a week – this can be flexible and discussed further)**

Grade 4 point 7: £20,092 pro-rata (Actual Salary £7,208)

#### **Job Purpose:**

To strengthen the capacity of families who have children at our Federation (2-11 year olds) to enable children to have full access to educational opportunities and overcome potential barriers to learning and well-being.

To provide individual and group interventions with parents / carers, children and young people – enabling the needs of children to be met.

To provide advice on parenting issues in accordance with identified need.

To prevent needs escalating to a point where the family requires intervention by more specialist services.

To maintain the voice of the child in all support work with families.

#### **Accountability:**

To the Safeguarding Lead.

#### **Main Duties and Responsibilities**

To plan, promote and deliver group work and courses for parents and carers, including evidence based parenting programmes.

To do direct work with families to embrace the changes necessary to improve the life chances of the children and promote effective parenting strategies.

To promote and facilitate parental understanding of the child's needs and factors impacting on them.

##### *1. Communicate and engage*

To demonstrate an ability to communicate and engage with parents and children and to provide them with advice.

To break down barriers that impact on engagement and positivity about school.

To form effective links with parents / carers to engage them in activities to support their child's learning.

To model high expectations of parenting and clearly communicate how to make change happen for the families.

To encourage a positive attitude to the school and our educational offer, ensuring that pupils attend all opportunities on offer – including residentials, wider learning, home reading etc.

To build on the schools Positive Behaviour Policy to support children in engaging in education and parents in managing behaviour at home.

##### *2. Assess and plan*

To work in partnership with school staff, other professionals and families to assess and plan responses to identified needs.

To engage families to develop a clear understanding of their strengths and needs.

To develop, action, and evaluate family plans to address the needs identified that engage the family in the process of change.

To promote independence and self-reliance by signposting to relevant organisations to support family growth and independence.

### *3. Provide services*

To provide a flexible service offering support to parents and children, this could be in their homes and in meetings and sessions in school.

Seek out any other opportunities or groups that the parents can access in the longer term.

### *4. Work with professionals*

To work effectively as part of the wider KH team and ensure all work is recorded in accordance with our policies and procedures.

To work effectively with professional networks around families.

To support the school when making referrals to specialist and other services where relevant.

To alert line manager of any changes or events which affect the implementation of the agreed plan or anything that might impact on the child's well-being.

### *5. Personal development*

To further develop personal skills and experience through training opportunities as they arise.

To work creatively and with self-authorisation to engage more families in a proactive change cycle.

To maintain up-to-date information, knowledge and skills required by the role.

### *6. Administration and record keeping*

To keep records, write reports and summaries, attend reviews and updates and meetings with other professionals.

To maintain up-to-date, thorough and accurate records of involvement and impact.

### *7. Anti-discriminatory practice*

Respect and value uniqueness and diversity. Promote people's right to choice, privacy, confidentiality, while recognising and addressing the complexities of competing rights and demands.

### *8. Health and Safety*

To be responsible for carrying out Health and Safety policies and procedures as it applies to self, other staff and families.

### *9. Flexibility*

To offer flexibility with working arrangements relating to time and locations and to undertake any of their duties of a similar nature and level of responsibility as may be required from time to time.

### *10. Other*

To participate in meetings in an active and constructive way.

Any other duties required by the Federation which are in the scope of the post.

To carry out duties with due regard to the Federation Health and Safety Policy at all times.

To be aware at all times of responsibilities under the Data Protection Act 1984 for the security, accuracy and significance of personal data held electronically or in paper form.

To work within and encourage the School's Equal Opportunity policy and contribute to diversity policies.

To ensure the Federations safeguarding policy is adhered to, as well as all other policies in the school.