

### GLF Schools - Job Description

<b>Job Title</b>	Home School Link Worker	<b>Job Reference</b>	
<b>Location</b>	Aureus School	<b>Travel Required</b>	Yes
<b>Cluster</b>			
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>● To work preventatively with families, children and the school to provide early intervention, signposting, support and guidance, particularly in times of change and stress. The Home School Link Worker needs to develop strong partnerships with outside agencies and form positive working relationships with families to enable effective support for pupils and their families.</li> </ul>			
<b>Key Accountabilities</b>			
<p><b>Develop positive links between families and school</b></p> <ul style="list-style-type: none"> <li>● To encourage communication between the school and family, and to ensure good communication with and between colleagues in the school.</li> <li>● To encourage parents to attend meetings in school.</li> <li>● To help improve attendance and late arrivals by monitoring and offering assistance.</li> <li>● To identify and refer children and their families as part of the school's overall Safeguarding Policy to the school's Designated Safeguarding Leads (DSLs)</li> <li>● To assist in providing information and support in times of transition such as starting school, moving to secondary school or moving house.</li> <li>● To liaise with infant schools, other primary schools and secondary schools to ensure that vulnerable families are supported through these transitions and where appropriate to provide group and/or one to one support for such families.</li> <li>● To work within an Equal Opportunities and anti-discriminatory framework</li> </ul> <p><b>Support families</b></p> <ul style="list-style-type: none"> <li>● To work directly with children and families, individually and in groups, particularly focusing on parenting skills, behaviour management, play and practical support.</li> <li>● Give individual parenting guidance and support, with advice on how to develop and maintain positive discipline.</li> <li>● To contribute to the Early Help process.</li> <li>● To attend Team Around the Family (TAF) meetings.</li> <li>● To help families to access information and benefits</li> <li>● To develop a supportive relationship with families. This may include providing some activities for families</li> <li>● To carry out Home Visits to support families/children, providing outreach support to families in line with school and County procedures on the basis of: <ul style="list-style-type: none"> <li>– Needs of the children and families and requests for support</li> <li>– Priorities and needs that the school/Steering Group have identified</li> </ul> </li> <li>● To support the pastoral needs of the children.</li> <li>● To prepare a package of school support for bereaved families and use this as necessary.</li> <li>● To help improve family relationships and be available for families, especially in crisis situations, helping those families who need short-term assistance.</li> </ul>			

- To help families/the child/the school access grants and information.
- To provide outreach support to families in line with school and county procedures on the basis of:
  - Needs of children and families and requests for support
  - Priorities and needs that the school has identified
- To improve children's well-being and attainment, providing support for parents/carers and pupils at times of change and stress.
- To help families and children access available services, completing referrals where appropriate. Work closely with other agencies ensuring that follow-up work is done and all concerns are well informed.
- To promote healthy living and assist the school nurse by ensuring that appointments are kept and parents attend or give consent as required.
- To engage families in activities which support children's learning.
- To develop links with agencies which provide and promote learning opportunities for parents and carers.

**Support children**

- To listen and offer support on problems and issues using counselling skills, giving the child a forum in which to talk about concerns in a confidential and non-judgemental environment.
- Provide emotional support and strengthen self-esteem.
- To support students with high emotional needs that have low attendance

**Commit to Continuing Professional Development (CPD)**

- To attend and participate in training to ensure professional development and competence.
- To attend termly supervision meetings.

**Reporting, monitoring and evaluation**

- To keep clear records of meetings and contacts, recording actions to be taken.
- To monitor and evaluate the effectiveness of actions, providing reports as required.

**Accountable to**

- **Deputy Headteacher - Pastoral**
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

**Collaborative working**

GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

**Safeguarding**

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups

including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.