

Heathside School

Job Description & Person Specification

Job Title	Home School Link Worker & Deputy Safeguarding Lead	Grade	ElmWey Pay 7
Department	Student Services	Hours	As advertised
Reports To	SDSL	Weeks	39.4 wks term time only

JOB PURPOSE

To actively support students and their families to reduce barriers to learning and improve attendance and engagement at school. These barriers to learning may be as a result of something happening externally or within the school. To share responsibility for safeguarding and child protection across the school. The role will ultimately deliver support to both Heathside Weybridge and Heathside Walton as required.

MAIN DUTIES AND RESPONSIBILITIES

- To work with the DSL, Pastoral team, SENCo and other student services staff to engage with vulnerable families and formulate a package of support
- To act as a point of contact for families in need of support. Contact will include home visits, telephone contact and meetings at school
- To organise the distribution of food bank vouchers and Christmas hampers
- To signpost families to other agencies and organisations which may be able to support them
- To liaise with other agencies and professionals such as Children's Services, Police, EWO and the Surrey Virtual School
- To complete referrals to the CSPA, Family Support team, Early Help team and other agencies as required
- To represent the school at internal and external meetings such as Child Protection Conferences and Team around the Family meetings
- To prepare reports for meetings and feed back to the Designated Safeguarding Lead on the outcomes of meetings
- To maintain accurate record keeping in accordance with school policies and procedures
- To manage the compliant transfer of safeguarding files from/to other schools
- To work with the Student Support Coordinators to identify patterns of absence and implement structures to improve attendance. The role may involve making morning visits to the home to ensure that a student attends school
- To deliver parenting and family learning sessions
- To deliver a Home School Link Worker drop-in service at school once a term
- To provide one to one support for students as required
- To support the transitioning of Year 6-7 students, such as delivering the Hurry to Heathside (H2H) Programme for both schools
- To work collaboratively with all teams within the Trust's schools
- To co-ordinate The Young Carers programmes

Other

- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Carry out requests from the Senior Leadership Team in a prompt and efficient manner.
- To participate in training as required

Policies

- Ensure compliance with school policies and procedures and the Data Protection Act.

- Continually promote and support the ethos and principles of the school and to avoid any action that may be detrimental to the interests of the school.

The job description is current at the date issued, but maybe updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience			
Previous experience of working with young people in a school environment		D	App/Int/Ref
Previous experience of working with vulnerable families and external agencies	E		App/Int/Ref
Demonstrate experience of delivering individual or group based support	E		App/Int/Ref
Working with people at all levels both internally and externally	E		App/Int/Ref
Delivery to tight deadlines	E		App/Int
Skills, knowledge and abilities			
Excellent written and oral communication and presentation skills	E		App/Int/Ref
Ability to prepare and present reports	E		App/Int
Ability to work well under pressure	E		App/Int
Able to demonstrate decision making skills and give advice	E		App/Int
Good IT skills, e.g. Excel, Word, SIMs	E		App/Int
Meticulous attention to detail & maintain high level of accuracy	E		App/Int
Able to work on own initiative and under direction	E		App/Int
Knowledge and understanding of data and how it is used		D	App/Int
Knowledge of school attendance and safeguarding legislation		D	App/Int
Ability to relate to and motivate young people who may be experiencing difficulties	E		
Qualifications and Training			
Good general level of education including English & Maths at GCSE/A Level	E		App
Recognised L2/3 qualification		D	App
Awareness of safeguarding procedures (training will be provided)		D	App/Int
Full Driving Licence	E		App
Personal attributes			
Good interpersonal skills and ability to relate well to young people	E		Int/Ref
Calm and confident under pressure	E		App/Int
Work flexibly (outside normal working hours) & manage own time	E		App/Int
Sensitivity, empathy and awareness of confidentiality requirements	E		Int
Self-motivated with a willingness to undertake further training	E		Int
A team player displaying a commitment to an inclusive education	E		Int/Ref

App = Application

Int = Interview/Test

Ref = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	