**Job Description**

**Home School Link Worker**

Job Purpose

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.

*Positive links between family and school*

* To encourage communication between the school and family, and to ensure good communication with and between colleagues in the school.
* Working with and supporting parents, pastoral team and student support, liaising closely with the Director of Inclusion where appropriate.
* Contacting parents as required and making home visits in line with the school home visits policy.
* To encourage parents to attend meetings in school.
* Developing relationships with parents and students to remove barriers that might have been built up about school which impact on a student’s attendance.
* 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).
* To work within an Equal Opportunities and anti-discriminatory framework.

*Support for families*

* To work with the Safeguarding Officer to signpost families who need early help support.
* To develop a supportive relationship with families.
* To carry out home visits to support families/children, providing outreach support to families.
* To support the pastoral needs of the children.
* To help improve family relationships with the school.
* To improve children’s attendance, well-being and attainment, providing support for parents/carers and pupils at times of change and stress.

*Support for children*

* To understand the reasons for poor attendance and facilitate interventions to remove barriers and to re-engage students with school.
* To listen and offer support on problems and issues, giving the child a forum in which to talk about concerns in a confidential and non-judgemental environment.
* Welfare checks to take place on students not in school (supporting the school’s safeguarding procedures).
* Provide emotional support and strengthen self-esteem by overseeing the Student Support area of the Student Centre for periods of each day.

*Further expectations*

* Be able to work collaboratively within our pastoral support team.
* Be able to work closely with external support agencies to support and challenge children and families where there is poor attendance.
* To complete paperwork required for referral to external support agencies and to support the Legal Intervention process when other solutions have been exhausted.
* Commit to Continuing Professional Development (CPD).
* To attend and participate in training to ensure professional development and competence.
* 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.
* To undertake any reasonable request asked by the Headteacher.

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