

Furzefield Primary School

JOB DESCRIPTION

Job Title: HOME SCHOOL LINK WORKER

Responsible to: DEPUTY HEADTEACHER

Salary: scale point 7 (£27,991 - £30,510) 39 weeks a year, 35 hours per week – 8am-4pm or 8.30am-4.30pm – pro rata'd to £23,411 - £25,518.

Context of Work:

Based in school, the HSLW will adopt a child centred approach and primarily be concerned with developing and maintaining good working relationships with parents/carers, children, teachers and various educational support staff and other agencies.

Purpose:

To work with children, families, parents, carers and the school to enable children to have full access to educational opportunities and overcome the barriers to learning, thereby improving engagement, attendance and progress.

Duties and responsibilities:

- To initiate contact with parent/carers in a school context, fostering positive relationships and supporting them and building their engagement with their child's learning.
- To design, promote and/or facilitate a flexible range of programmes and workshops of interventions to support parents/carers of children identified as vulnerable, including Mental Health Support Team and Walk, Talk and Tea mornings
- To undertake outreach work which may include home visits, to offer a flexible support service in accordance with the Local Authority lone worker policy, in order to improve parental engagement with the school and with the child's learning.
- To act as advocate, mediator and negotiator in confrontational situations, maintaining communication with children, parent/carers, schools and other agencies. This will include initiating and participating in meetings to discuss and develop ways of solving problems.
- To oversee targeted support on a one to one basis or for small groups with parents/carers, children.
- To facilitate carers club and promote young carers.
- To advocate parent partnership, advising and informing parents/carers about relevant local services and where appropriate to make referrals to other services/agencies.
- Be a Designated Safeguarding Lead (DSL) and deliver safeguarding training to all new staff as part of their induction and ensure staff are up to date.
- Regularly review pupil attendance alongside the Inclusion Manager and meet with the Surrey Inclusion Officer each term and work fortnightly with WPA Inclusion.
- To liaise and work with the nurture room who support children with difficulties encountered in the school setting.
- To ensure the after school club (Fun Club) and breakfast club provision is of a high quality and support the managers in achieving that.
- To undertake gate duty.
- Undertake such other duties of a similar nature as may be required by the headteacher

Liaison with other agencies:

- To ensure effective communication between the school, parents/carers and external agencies..
- To provide informal opportunities for all parents/carers to access specialist support in the school and local community to increase their capacity to independently support the child's learning.
- To attend Red Oak Advisory Board meetings and community meetings at the Hub,
- Organise gifts for Mothers Day, Fathers Day and Christmas.
- To attend and contribute to child protection conferences, reviews, core group meetings, pastoral support plan meetings and school reviews as appropriate, which may support the Team Around the Family (TAF).

Monitoring and evaluation

- To keep accurate records and all documentation pertaining to meetings/contact with children and young people and their families.
- To maintain receipts and documentation of any expenditure in order to facilitate the monitoring of the budget.

Additional requirements depending on the needs of the school

- Where appropriate to provide transition support between primary and secondary schools.
- To plan, prepare and run high quality, outcome focussed informal and formal parenting groups, workshops and courses.
- To support parents/carers of children identified as at risk of exclusion or having been excluded.

Other organisational responsibilities

- To promote the school's culture and ethos.
- To attend out of hours meetings, for example parent evenings and school events.
- To conform to health and safety legal requirements as laid down by the school.
- To ensure a high level of confidentiality is maintained in all aspects of working with children and their families.

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder.

**PERSON SPECIFICATION FOR
HOME SCHOOL LINK WORKER**

QUALIFICATIONS

1. Relevant qualification in education, social care, health or equivalent work/
voluntary experience

EXPERIENCE AND SKILLS

2. Significant experience of working and engaging with parents/carers and children through individual and/or group based support

3. Significant experience of effectively dealing with the social and emotional factors which affect a child's capacity to learn

4. Significant experience of working with families from diverse communities and/or situations

5. Proven interpersonal, verbal and written communication skills with the ability to effectively communicate with a wide range of people, particularly with parents/carers and external agencies

6. Good IT and administrative skills: including note taking and with the ability to keep accurate records

7. Good flexibility and excellent organisational skills including managing a caseload, time management and planning

ABLE TO

8. Work under pressure and use own initiative monitoring and evaluating progress and provide written reports on a regular basis

9. Influence others, managing discussions effectively to ensure desired actions are achieved

10. Ability to organise, lead and facilitate workshops or relevant training for parents/carers and staff

11. Demonstrate understanding of professional boundaries and appropriate relationships with children and their parents/carers

12. Recognise and challenge discriminatory behaviour

13. Demonstrate a clear understanding of service user needs and requirements taking account of their wishes

14. Demonstrate empathy, resilience and persistence in working with children and parents/carers from a whole family approach

KNOWLEDGE

15. Knowledge of available support services and referral routes

16. Knowledge of the legislation affecting school attendance and understanding of the Children Act 1989 and 2004 and of child protection