

GLF Schools - Job Description

Job Title	Home School Link Worker	Job Reference	MNRHSLWJULY24
Location	Manor Primary School	Travel Required	N/A
Core purpose			
<ul style="list-style-type: none"> • To be a Deputy Designated Safeguarding Lead (DSL). • Identify and address the needs of pupils and families who need help to overcome barriers to learning. • Support parents to become more resilient and independent in accessing support and participating in school and community life. • To support improvements in attendance and punctuality. 			
Key accountabilities			
<ul style="list-style-type: none"> • To liaise with the assistant headteacher for inclusion, Thrive Team, Admissions Officer and class teachers to create an appropriate action plan and provide family support. • To help identify and prioritise vulnerable children through information shared during pupil progress meetings, parent meetings, from outside agencies and an ongoing dialogue with the assistant headteacher for inclusion and other members of the inclusion team. • To work with families to identify and address needs and help to overcome children's barriers to learning. • To provide support to parents and families. • To attend child protection (CP) meetings, conferences, child in need meetings (CIN), Team Around the Family meetings as DSL and to ensure the right referrals and support are in place. • To ensure child protection information and minutes are stored confidentially and information is passed on to those people for whom it is relevant. • To run supportive parenting groups for vulnerable families. • To provide community links and support. • To develop relationships with, and use the experience of, outside agencies • To evaluate these groups and plan for the needs of parents and carers. • Collate qualitative and quantitative data, share information sensitively and maintain records to facilitate monitoring and evaluation, the provision map and own records. • Carry out Early Help Assessments • Carry out home visits • Attend relevant training • Transition work: Under the direction of the Assistant Head for Inclusion identify and support vulnerable pupils transferring in and out of school and at the key transition points of Reception and Year 6. This may also involve liaising with secondary transition workers to arrange visits / individual pupil meetings. • To work positively and professionally within the inclusion team. • Liaise closely with all stakeholders to assist in overcoming barriers to attendance, punctuality, learning and achievement. • Monitor attendance and produce reports as appropriate. 			

Accountability

- The Home School Link Worker is accountable to the Headteacher
- GLF Schools expects its employees to work flexibly within 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.
- The role will be reviewed in the context of the School development Plan and Appraisal cycle to reflect the changing needs of the school.

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.