



Job Description	
Job Title: Terms & Conditions: Pay Scale/ Grade: Post term:	Home School Link Worker United Learning Trust ULSupportG3ABM3 Permanent
Responsible to: Line Managing:	Deputy Headteacher/ SENCO NA
The Role	
<p>To assist the Inclusion and Safeguarding teams in supporting all children at Windale Primary School to be safe and happy.</p> <p>Responsibilities include being part of our Safeguarding Team, supporting the behaviour management of children, analysing data, the collation and creation of key statutory paperwork and working with outside agencies and families.</p> <p>To attend and feed into outside agency meetings such as Core Groups and Case Conferences on behalf of the school.</p>	
Key functions and Specific responsibilities	
<ul style="list-style-type: none"> To lead on monitoring the attendance of all children (including next day and first response phone calls), exploring and identifying the barriers to good attendance and supporting families where this may be a concern. To lead on establishing parent contracts with families to support improved attendance. To liaise with outside agencies to support families in ensuring good attendance. To support children and staff with managing challenging behaviour and model best practice at all times, ensuring a positive, nurturing, consistent approach to all interactions with children, in line with Windale's Behaviour Policy. To support staff with tracking/recording behaviour data. To manage the collection of behaviour data and generate analysis reports termly. To support SLT and class teachers in effective communication with parents and carers. To support children and their families transitioning from different settings. To co-ordinate the transition arrangements for Year 6 children moving to secondary school, providing support to children/families as appropriate and liaising with outside professionals and all school staff. To build bridges and promote closer collaboration between families and school. To promote awareness of support available to families within the local community, schools and other agencies. To work as part of the Safeguarding Team, as a Deputy Designated Safeguarding Lead. To build positive relationships and liaise with parents/carers about their children, as appropriate. To attend Case Conferences, Core Groups, TAF meetings, Strategy Discussions and any other meeting with parents/ carers and professionals in liaison with the rest of the safeguarding and inclusion teams. To complete relevant paperwork to ensure all children are safe and happy at home and in school (e.g. QCA behaviour forms, Strengths and Needs forms). To effectively communicate with outside agencies. To model best practice with regards to supporting children. To support the provision for children who are vulnerable, working effectively with teachers and support staff to promote inclusive learning environments. Ensuring that staff are kept informed of children's individual needs and advise on areas to develop and support. 	

Support for the School
<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime. • Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
Health & Safety
<ul style="list-style-type: none"> • Co-operate with health and safety requirements. • Report all defects and hazards to the member of staff responsible for this in your school. • Complete the action risk assessments for all potentially hazardous on/off site activities. • Use, but not misuse things provided for your health, safety and welfare. • Do not undertake unsafe acts. Inform employer of any "Near-Misses". • Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues. • Raise health and safety issues with pupils.
Responsibilities
<ul style="list-style-type: none"> • Promote and ensure the health and safety of pupils (staff & visitors) at all times. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. • Contribute to the overall ethos/work/aims of the schools within Oxford Cluster. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Ensure health and safety policies and procedures are complied with at all times. • Treat all users of the school with courtesy and consideration. • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

Not all roles can be covered in this job description. A flexible approach is required at all times to ensure the smooth operation of the school.

Performance Management
<ul style="list-style-type: none"> • To participate fully in the trust's Performance Management process. • Attend relevant INSET training for your role.
Knowledge, Skills & Experience
<ul style="list-style-type: none"> • Keep up to date with developments relating to your role. • Review and maintain your own professional practice through agreed development activities. • Ensure statutory requirements are met. • Ensure a secure knowledge and understanding of all academy policies and procedures.
Personnel
<ul style="list-style-type: none"> • Identify and support Continuing Professional Development (CPD) needs of others. • Able to undertake physical elements of the role. • Well organised, conscientious & reliable. • Flexible in their approach to planning their working day. • Communicate effectively to all members of the team. • Work collaboratively with other staff. • Meet in accordance with calendared meetings and with line managers as agreed.

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Every member of staff has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.

Employee

Name	
Signature	
Date	