



Henry Hinde School
Home/School Support Worker



Job Description and Person Specification

Welcome from the Principal

We are at the start of an exciting period for Henry Hinde as we look to start to amalgamate our Infant and Junior sites and we are looking for the right individuals with drive and vision to help us on this journey.

At Henry Hinde School, everybody counts. Staff and pupils will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to equip our children for a world of possibilities. We want to ensure that our pupils leave with the key skills in order for them to make choices about their future.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Henry Hinde, our ambitions of nurture potential, inspire community, and deliver excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and pupil has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Henry Hinde is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Henry Hinde prior to application because we are proud that:

- Our pupils are motivated and want to succeed
- The variety of opportunities both within and out of the classroom provides all pupils with the opportunity to develop their interests and skills in a wide range of areas
- We're part of a values-led schools' trust – Transforming Lives Educational Trust – and feel well supported by the care, support, and opportunities this gives our pupils, staff, and community.

If you want to be part of a dynamic team, contribute to our excellence, and have high aspirations for young people, then Henry Hinde School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Fleur Edwards
Principal

About the Role

Thank you for your interest in the position of Home/School Support Worker at Henry Hinde School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

As a Home/School Support Worker you will report directly to the Vice-Principal. You will be responsible for overseeing the safeguarding within the school. You will be working directly with parents, carers and external agencies such as social workers, counsellors and Early Help officers on a daily basis.

The successful candidate will be able to communicate clearly and effectively with staff, pupils and parents.

This is an exciting opportunity for...

- a talented and dynamic Home/School Support Worker;
- forward thinking person and able to generate innovative ideas;
- someone who genuinely wants to improve the life-chances of our children and their families;
- an individual who is committed to high expectations of children's achievement and behaviour;
- a strong team player who thrives within a group of mutually supportive colleagues;
- committed to their own professional development.

We will offer you the opportunity to:

- work in a rapidly improving, popular and forward looking school;
- work with deeply skilled people who are whole-heartedly committed to the success of the whole team;
- develop your skills within a community who are deeply committed to improving the life chances of children and their families;
- develop professionally through individually tailored professional development.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Henry Hinde School?

- We are an Ofsted rated Good primary school committed to supporting all members of the school community to succeed
- We enjoy an excellent reputation in our local community
- You'll be working within a team of passionate, committed colleagues who genuinely support each other, and as part of our Trust family of colleagues where the sharing of expertise is the norm.
- Excellent opportunities to professionally develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Henry Hinde School. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found at the end of this pack.

Job Description

Academy/College:	Henry Hinde School
Job Title:	Home/School Support Worker
Contract:	Permanent Full-Time (35 hours per week) Monday to Friday 08:30am – 4:00pm Term Time plus 5 days
Salary:	NJC17 £28,770.00 – NJC22 £31,364.00 FTE Actual Salary: £23,277.00 to £25,376.00 per annum
Responsible to:	Vice-Principal in all matters The postholder is also expected to work collaboratively with colleagues on a professional level in order to promote a mutual understanding of the school curriculum and its impact on school policy and practice, with the aim of improving teaching and learning across the school.
Key relationships/Liaison with:	The Home/School Support Worker plays an important role in upholding the school's vision, aims, ethos and policies. They are expected to embody the principles on which the school's work and development are based. They have delegated responsibility for overseeing the safeguarding of all pupils within the school alongside the Vice Principal. This role involves working closely with parents/carers and with external practitioners. All staff at Henry Hinde School represent the values, ethos and practice of the school to all its stakeholders and the wider community.
Job purpose:	<ul style="list-style-type: none"> • To work under the direction of the Vice Principal, in partnership with other professionals, to offer practical help and emotional support to pupils and families experiencing various problems • To support pupils and their families in school, community and home settings and provide regular ongoing assistance to support inclusion • To provide a friendly, approachable and confidential point of contact for families • To provide support for staff (including the Associate Principal) in the school, particularly when dealing with challenging or vulnerable pupils and families.
MAIN ROLE AND RESPONSIBILITIES:	
General Responsibilities <ul style="list-style-type: none"> • To work with parents and carers to develop parenting skills and promote children's wellbeing and emotional and social development • To establish positive relationships with pupils and families. 	

- To develop and enhance parental and carer engagement with the school and other agencies
- To work collaboratively with professionals from a range of agencies supporting the child and family
- To understand and apply school policies in relation to health, safety and welfare
- To work with relevant staff in the analysis of school data in order to identify where early intervention may be required
- To attend relevant training and take responsibility for own development
- To attend relevant school meetings as required
- To respect confidentiality at all times
- Maintain regular communication with specific parents/carers and provide personalised support for families through issues as they arise
- Keep up to date on the latest services available in the local area so you can promote and signpost parents/carers to these via a range of communication channels (e.g. social media, newsletters, in meetings, etc)

Working with Pupils

- To provide advice and support for pupils returning to school after a long period of absence
- To work with individuals or small groups of pupils under the direction of teaching staff
- To promote the inclusion and acceptance of pupils with special needs
- To attend to pupils' personal needs including help with emotional, social, welfare, care and health matters
- To administer First Aid and medicine to pupils as required and in keeping with the school policy
- To promote positive pupil behaviour in line with school policies and help keep pupils on task
- To support pupils at lunchtime and playtimes

Working with Parent / carers

- Carry out home visits, where required
- To act as the Lead Professional in the Early Help Pathway to Change Process
- Implement and monitor progress of action plans, working with parents/carers to make adjustments to support as necessary
- Provide personalised support for parents/carers to help manage transition for their child
- Support parents/carers through the application process for accessing local services and help them attend relevant meetings
- Put interventions in place to encourage parents/carers' involvement in supporting pupils' development and progress
- Act as the lead point of contact for the parents/carers of pupils receiving additional support
- To identify issues that are barriers to learning and work with families and other agencies to provide support
- To liaise with parents and staff regarding pupils' sickness, injury or pastoral concerns
- To make announced and unannounced home visits

Working with staff and other professionals

- Work with relevant staff to identify and bring onboard pupils and parents/carers that would benefit from personalised support
- Develop action plans in consultation with relevant staff and professionals, where necessary
- Liaise and build relationships with external agencies and professionals, following up on actions where necessary
- Maintain regular communication with relevant staff to update them on progress of individual pupils

- To act as the Lead Professional in the Early Help Pathway to Change Process
- Assist with developing and reviewing the school's transition programme, contributing insights around the needs of parents/carers and pupils during this process
- To liaise with feeder nurseries and gain any relevant information on new pupils or current families
- To liaise with feeder junior and secondary schools in particular where older siblings are taught

Record keeping

- Maintain accurate records and concerns via CPOMS
- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant pupil information inside and outside the school
- Complete relevant paperwork required by external agencies
- To maintain appropriate and confidential written records including overview of safeguarding across the school
- To be responsible for organising a daily check on the attendance and punctuality of identified pupils
- To initiate and carry out weekly attendance checks – To attend Attendance meetings every three weeks and implement the staged plan under the direction of the Attendance Lead

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies
- Carry out the role of Deputy DSL and work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Additional responsibilities and general requirements

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Vice Principal
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination;
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Home/School Support Worker
Responsible to: Vice Principal

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children, and young people, and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> English and Maths GCSE at grade C or above (or equivalent) Level 2 or Teaching Assistant or Social Care Qualification 	<ul style="list-style-type: none"> Evidence of a commitment to professional development
Experience	<ul style="list-style-type: none"> Experience of working with families and pupils Experience of leading Early Help Meeting and attending Social Care meeting 	<ul style="list-style-type: none"> Experience of leading interventions
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> Working knowledge of KCSiE. A strong commitment to safeguarding Knowledge of attendance and barriers Know how to complete referrals including MARFs Promote the school's aims positively and use effective strategies to monitor motivations and morale Develop good personal relationships within a team Liaise effectively with colleagues to ensure continuity and consistency of practice for children 	<ul style="list-style-type: none"> Develop strategies for creating community links Working knowledge of CPOMs

	<ul style="list-style-type: none"> • Communicates positively and professionally with children, staff and parents • Establish and develop close professional relationships with parents, Trustees and the community • Communicate effectively (both orally and in writing) to a variety of audiences • Create a happy, safe, challenging and effective learning environment 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Creative, enthusiastic and proactive, keen to embrace new ideas and challenges • An excellent communicator with strong inter-personal skills • Is approachable, caring and empathetic • Works well as part of a team • Shows a high level of enthusiasm, commitment and determination • Has professional integrity, even in times of pressure • Is flexible and listens • Is prepared to seek advice and support • Demonstrates a concern for the pastoral and spiritual welfare of everyone in the school • Confidentiality, commitment and loyalty 	

	<ul style="list-style-type: none">• Commitment to continuing professional development• Self-motivated, shows initiative and able to priorities and manage time effectively• Committed to active parental involvement• Commitment to making learning fun• Has a desire to support all aspects of children's development and extended schooling• Commitment to involving parents as active partners in their child's learning	
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How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 05 August 2024
- **Closing date:** 02 September 2024
- **Final shortlisting:** 03 September 2024
- **Final panel process:** 05 & 06 September 2024