



<b>JOB DESCRIPTION</b>
<p><b>Post Title: Home School Link Worker</b></p> <p><b>Salary/Grade: SP7 – 30 hours per week, term time only</b></p>
<b>MAIN PURPOSE OF JOB</b>
<p>HSLWs link into school to work preventatively with families, children and the school to provide early intervention, signposting, support and guidance in times of change and stress. This is predominantly based around supporting students and families to ensure excellent attendance and remove real or perceived barriers to learning.</p>
<b>POSITION IN ORGANISATION</b>
<p>Name and position of immediate line manager: Vice Principal</p>
<b>MAIN ACCOUNTABILITIES</b>
<p><b>Home School Link Worker Accountabilities</b></p> <ul style="list-style-type: none"> <li>• To encourage communication between the school and family, and to ensure good communication with and between colleagues in the school. Encourage parents to attend meetings in school.</li> <li>• To help parents with parenting skills. Give individual parenting guidance and support, with advice on how to develop and maintain positive discipline.</li> <li>• To visit families at their home where directed to make direct contact and challenge why children are not in school.</li> <li>• Help to improve attendance and late arrivals by monitoring and offering assistance.</li> <li>• To listen and offer support on problems and issues using counselling skills. Give the child with difficulties a forum to talk about concerns in a confidential and non-judgemental environment. Provide emotional support and strengthen self-esteem.</li> <li>• To help families, the child and the school access information and signpost them towards available support.</li> <li>• To help improve family relationships. Be available for families especially in crisis situations, helping those families who need short-term assistance.</li> <li>• To carry out home visits to support families and children, providing outreach support to families in line with school procedures on the basis of: <ul style="list-style-type: none"> <li>○ Needs of children and families and requests for support</li> <li>○ Priorities and needs that the school has identified</li> </ul> </li> <li>• To help families and children access other services, referring where appropriate. Work closely with other agencies ensuring that follow-up work is done and all concerned are well informed.</li> <li>• Promote healthy living. Assist the school nurse, ensuring appointments are kept and parents given consent or attend.</li> </ul>

- To work within an Equal Opportunities and anti-discriminatory framework.
- To attend and participate in training to ensure professional development and competence.

**ADDITIONAL DUTIES AND ACCOUNTABILITIES OF THIS POST**

N/A

**LINE MANAGEMENT**

N/A

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The College will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

October 2021

Signed by Job Holder: ..... Date: .....

Signed by Line Manager: ..... Date: .....



## PERSON SPECIFICATION

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Numerate and literate, must have GCSE Grade C or above in Maths and English	*	
Educated to A-Level/NVQ 3, or able to evidence equivalent level of experience	*	
Training in community work, counselling skills or similar training in facilitating parenting groups		*
<b>Professional Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>
Local knowledge about the area and local services		*
Knowledge of child development and an insight into the needs of children and their parents.	*	
An understanding of equal opportunities	*	
A working knowledge and understanding of Keeping Children Safe in Education	*	
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
High level of communication skills, both verbal and written, including appropriate record keeping	*	
Ability to facilitate discussion and lead small group sessions	*	
Good networking skills within a framework of awareness of issues of confidentiality, risk and human rights legislation	*	
Commitment to anti-discriminatory practice	*	
High level of listening skills	*	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A confident and positive outlook	*	
Empathic, patient, supportive and diplomatic	*	
Willing to learn	*	
Enjoy being with parents and children	*	

October  
2021