

Job Description – Home School Link Worker (HSLW)

Salary / grade: LPT7

Hours: 30 hours per week, 39 weeks per year (term time only)

Contract type: Part-time, permanent

Responsible to: Head of School

Responsible for: No subordinates

Main purpose

The key function of the role is to 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.

Duties and responsibilities

- 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.
- To help parents with parenting skills. Give individual parenting guidance and support, with advice on how to develop and maintain positive discipline.
- To visit families at their home where directed to make direct contact and challenge why children are not in school.
- Help to improve attendance and late arrivals by monitoring and offering assistance.
- 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.
- To help families, the child and the school access information and signpost them towards available support.
- To help improve family relationships. Be available for families especially in crisis situations, helping those families who need short-term assistance.
- To carry out home visits to support families and children, providing outreach support to families in line with school procedures on the basis of:
 - Needs of children and families and requests for support
 - Priorities and needs that the school has identified
- 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.
- Promote healthy living. Assist the school nurse, ensuring appointments are kept and parents given consent or attend.
- To work within an Equal Opportunities and anti-discriminatory framework.
- To attend and participate in training to ensure professional development and competence.
- Undertake other tasks/duties as directed by the Principal that are commensurate with the responsibilities of a HSLW.

Duties for all

- To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others

- To have regard and comply with safeguarding policy and procedure as appropriate

General

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

Fullbrook 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 changes in the job which are commensurate with the salary and job title.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I agree that I am able to perform the essential job functions as outlined.

Postholder's signature: _____ **Date:** _____

Postholder's name: _____

Job title: Home School Link Worker

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Qualifications and knowledge	Essential	Desirable
Good standard of education – including GCSEs in English and Maths at grade C+.	✓	
Training in community work, counselling skills or similar training in facilitating parenting groups.	✓	
Skills	Essential	Desirable
Demonstrate effective verbal and written communication skills. 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	✓	
Experience	Essential	Desirable
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.	✓	
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to the importance of education for all children.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	

Training can be provided on specialist areas of the role, including the promotion of safe working practices.