



Job Description and Person Specification

Post Title	Home School Link Worker
Salary ISR	22 – 25 £20,660 - £22,658 fte
Purpose:	<p>The Home School Link Worker will support students and families of LWS Academy through early intervention, signposting, support and guidance.</p> <p>They will:</p> <ul style="list-style-type: none"> • promote the ethos of the school community • promote high aspirations for students • support attendance and engagement in learning <p>This will enable improved attendance, behaviour and learning by reducing family and environmental barriers to engagement and learning.</p> <p>Conditions of Service:</p> <ul style="list-style-type: none"> • Level of physical health commensurate with role (rarely physical intervention may need to be used in order to ensure safety) • Use of a vehicle <p>Context:</p> <p>The Home School Link Worker will not be the main source of support for students and families where there is a need for a response from statutory agencies. The HSLW will work with professionals and agencies to support the student/family. The HSLW will refer more extreme cases to the Senior Leadership Team at LWS as appropriate.</p> <p>The role is a key element in a preventative strategy – supporting parents and students before there is a need for a more intensive intervention from statutory agencies. It will help to build capacity within the school community and further enable parents to support their children.</p>
Reporting to:	Student Support Leader
Working Time:	34.5 hours per week / 42 weeks per year to include term time and inset days
Specific Areas of Responsibility	
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • To support students both in and out of school • Enable students to develop self-esteem, confidence and social skills through both cognitive and non-cognitive opportunities • Be an advocate for students/families • Communicate effectively with all members of the team, as appropriate to ensure students at risk are identified and staff are aware of any issues • Liaison with parents/carers • To engage 'hard to reach' families in working partnerships with the school to ensure the positive well-being and regular attendance of students • To perform any other duties commensurate with the level of responsibility of the post • To uphold professional standards, with particular regard to confidentiality and respect for the feelings of students, parents and families • To work with due regard to the Health and Safety of themselves and others at all times

	<ul style="list-style-type: none"> • To adhere to the school's safeguarding policy at all times • To work within an equal opportunities and anti-discriminatory framework
ROLE SPECIFIC RESPONSIBILITIES	<ul style="list-style-type: none"> • To support parents giving individual advice and guidance. • To help parents with grants, benefits and information. • Home visits to identify barriers to engagement and learning. • Home tuition for KS 3 students who are struggling to access the curriculum. • To support students and families to access appropriate services including referring as appropriate; and relevant follow up work to ensure holistic packages of support are in place. This may include supporting medical and CAMHS appointment. • Co-ordinating and holding Team Around the Student meetings as appropriate. • Promote healthy living and well-being. Assist school nurse as appropriate, ensuring consent are gained. • To attend and participate in CPD opportunities. • To provide CPD opportunities for staff. • To create opportunities for families to participate in school, i.e., coffee mornings, workshops. • Attend relevant network meetings.

Generic Responsibilities

- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

Mobility Clause

The role may involve working anywhere across the GFM school sites to ensure the needs of the schools can be adequately met.

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be Lord Wilson School.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Post Holder *Print Name* _____

Signature _____

Dated _____

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks

Person Specification: Home School Link Worker	<i>Essential/Desirable</i>
Excellent communication and interpersonal skills	<i>E</i>
Ability to work effectively, both in a team and individually without supervision	<i>E</i>
Knowledge of ICT skills to support the data management of the school system and the analysis of pupil progress	<i>D</i>
Capacity to work accurately under pressure and to meet deadlines and effectively organise, frequently changing priorities	<i>E</i>
Ability to self-evaluate and actively seek opportunity for improvement	<i>D</i>
Excellent record of attendance and punctuality	<i>D</i>
Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>D</i>
Ability to deal with any confrontational situations appropriately	<i>E</i>
Ability to maintain confidentiality in dealings with pupils	<i>E</i>
Demonstrates an understanding and awareness of child behaviour	<i>D</i>