



Job Description – Cross School Home School Link Worker

The **Cross-School Home School Link Worker** works across Millbrook Primary (Grove) and Charlton Primary (Wantage) to support children and families to thrive in school. A main focus of the role is to help families to address barriers to attendance and success in school for their children.

JOB PURPOSE

Millbrook Primary and Charlton Primary cross school Home School Link Worker (HSLW) will work preventatively with families, children and the school to provide early intervention, signposting, support and guidance, particularly in times of change and stress over both schools. Through strong partnerships with outside agencies and positive working relationships with families it will enable effective support for pupils and their families. The cross school HSLW provide timely support and interventions to vulnerable families and address safeguarding concerns and reduce risk to children and young people.

MAIN DUTIES

This job description covers key areas and therefore is not a comprehensive list of objectives. The job description is also subject to review and development from time to time in liaison with the post holder.

Responsible to: Executive Headteacher and Heads of School

Develop positive links between families and school

- To encourage communication between the school and family.
- To encourage parents to attend meetings in school.
- To help improve attendance and late arrivals by engaging with families and offer assistance.
- To identify and refer children and their families to the relevant agencies in line with the school's Safeguarding Policy.

Support families

- Have an understanding of the challenges facing vulnerable families.

- To work directly with children and families, individually and in groups, particularly focusing on parenting skills, behaviour management, play and practical support.
- Give individual parenting guidance and support, with advice on how to develop and maintain positive discipline.
- To contribute to the Early Help process by completing strength and needs forms
- To attend and lead Team Around the Family (TAF) meetings.
- To provide reports for and attend core groups for Children in Need and Child Protection cases
- To support families to access information and benefits.
- To complete referrals to children's social care as appropriate
- To carry out home visits to support families/children, providing outreach support to families
- To improve children's well-being and attainment, providing support for parents/carers and pupils at times of change and stress.
- To help families and children access available services, completing referrals where appropriate. Work closely with other agencies, ensuring that follow-up work is done and all concerns are well informed.
- To develop links with agencies which provide and promote learning opportunities for parents and carers.

Support children

- To listen and offer support with problems and issues, giving the child a forum in which to talk about concerns in a confidential and non-judgmental environment.
- Provide emotional support and strengthen self-esteem.
- Support and be the school lead for Young Carers.

Commit to Continuing Professional Development (CPD)

- To attend and participate in training to ensure professional development and competence.
- To attend termly supervision meetings.
- Become a Designated Safeguarding Lead within the Safeguarding teams.

Reporting, monitoring and evaluation

- To keep clear records of meetings and contacts, recording actions to be taken.
- To monitor and evaluate the effectiveness of actions, providing reports as required.
- To use the school's safeguarding recording system (CPOMS)

Health and Safety Requirements (applies to all employees)

- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager
- Co-operate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- 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".
- Undertake Health and Safety training

Safeguarding (applies to all employees)

- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- Know the local arrangements concerning the safeguarding of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with each school's child protection and behaviour management policy.
- The post-holder will be a DSL within the school safeguarding team.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually.

Continues below (person spec)

PERSON SPECIFICATION: CROSS SCHOOL HOME SCHOOL LINKWORKER

Attribute or Competency	Essential or Desirable	How Identified
High standard of effective and sensitive communication with adults and children, both verbal and written, including appropriate record keeping	Essential	App/Ref/SP
Experience of working as a Safeguarding Lead/Deputy Safeguarding Lead or willingness to undertake training for Deputy Safeguarding Lead role	Essential	App/SP
Trained as a Family Links (or similar) course facilitator	Desirable	App
Awareness of the need for confidentiality	Essential	App/SP
Ability to build good working relationships	Essential	App/Ref/SP
Ability to put in place professional boundaries	Essential	App/Ref/SP
An open and non-judgmental approach	Essential	App/SP
Commitment to support people in difficult circumstances	Essential	App/SP
Empathy, patience, diplomacy, good listening skills, flexibility and ability to stay calm under pressure	Essential	App/Ref/SP
Resilience and ability to manage change and stress	Essential	App/SP
Strong time management and organisational skills	Essential	App/Ref
Good team working skills and the ability to work independently	Essential	App/Ref
Commitment to anti-discriminatory practice and an understanding of equal opportunities	Essential	App/SP
Willingness to learn and undertake relevant CPD	Essential	App/Ref/SP
Ability to work with other professionals	Essential	App/Ref/SP
Wide knowledge of other agencies and local services	Desirable	App/Ref/SP
Self-motivated, enthusiastic, creative and adaptable	Essential	App/Ref/SP
Good at solving problems	Essential	App/Ref/SP
Training in counselling skills or similar	Desirable	App/SP
Ability to constructively challenge difficult issues	Essential	App/SP
Maths and English GCSE or equivalent (Grade C)	Essential	App
Full driving license and access to a car with business use insurance	Desirable	SP
Relevant qualifications to the role	Desirable	App
Early Help training/experience of Early Help Working	Desirable	App
Experience of working with parents and families	Essential	App/SP

An understanding of 'Keeping Children Safe in Education" and a working knowledge of the Children Act 1989, particularly in relation to Child Protection.	Essential	App/SP
Knowledge of referral route and how to raise concerns	Desirable	App/SP
Experience of working within a school	Desirable	App/SP

Key:

Application (App)

References (Ref)

Selection/Interview Process (SP)