



Fitzwaryn School

Job Description Home School Link Worker

Responsible to: Headteacher

Hours: 35 hours a week, term time, with the need to be flexible to the needs of the families.

Salary: Grade 9 SCP23-26

Purpose

To work collaboratively with families, children and the school to provide early intervention, signposting, support and guidance. The Home School Link Worker will need to have strong links to other professionals and outside agencies and form positive working relationships with families to enable effective support for pupils and their families.

Duties and responsibilities may include any of the following:

- To work directly with families, children and families individually and in groups particularly focussing on parenting skills, behaviour management and practical support.
- To carry out a DDSL role, working closely with the DSL as line manager.
- Keep up to date with current support available to families and children through the Local Offer.
- Ensure families receive helpful information on their entitlements and how to support their child in a variety of ways such as phone calls, face to face meetings, home visits, links to websites.
- To carry out home visits to support children and their families and to support the pastoral needs of the children.
- To work with the school where attendance is a cause for concern and work with families with ways to achieve good attendance.
- Receive and act upon in a timely way to referrals for support and advice following discussions in Annual Reviews.
- Assist families to complete forms, referrals and requests for support.
- Work with other professionals such as the Senior Leadership Team, the Enrichment Coordinator, Health Professionals, LCSS and Social Care.
- Lead Strengths and Needs Assessments, attend and occasionally lead TAF meetings.
- Attend multi-professional and parent meetings in order to share information around individual students and their families.
- Work with the Post 16 Lead and Senior Leadership Team to ensure pupils and their families receive information, advice and guidance on transition options from Year 9 upwards.
- Establish and maintain positive and trusting relationships with students and families by attending events such as coffee mornings, Parents Evenings.
- Provide pastoral support to pupils as required.
- Provide training events for families on subjects such as autism, signing.
- Support pupils with their social and emotional development.
- Be committed to working with pupils with special needs with a wide range of learning difficulties including Autism, PMLD, sensory impairment and challenging behaviours.
- Share the responsibility for the school's health & safety and safeguarding of pupils at all times by following the school's procedures.
- Attend in-service training after school, whole school INSET days, parent meetings and staff meetings as and when required.
- Communicate any concerns through the appropriate channels and play an active part in the team by participating in decision making as appropriate.
- Maintain confidentiality about pupils and their families

In addition to the above, all Academy employees having a legal duty under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations to take care of their own health and safety, and that of their fellow employees, they also have a responsibility to students and to co-operate with the Academy to enable this policy to be successfully implemented.

Person Specification

ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
EDUCATIONAL QUALIFICATIONS AND TRAINING	
GCSE or Equivalent in Maths and English	Relevant NVQ at level 2 or 3 e.g. Health and Social Care
To be trained as a current DSL or commitment to undertake the training	
EXPERIENCE KNOWLEDGE AND UNDERSTANDING	
Evidence of being part of a successful team	Experience of supporting pupils with SLD, PMLD, ASC or in an Early Years setting
Ability to organize and manage their own time and workload effectively and flexibly	
Ability to be pro-active and creative in sourcing avenues of support for pupils and families	Experience of using alternative means of communication e.g. signing, PECs, communication aids etc.
	Experience of working in a school/special school
SKILLS AND ABILITIES	
To be self-motivated, enthusiastic, creative, adaptable and solution focussed	
Use own initiative as well as follow detailed instructions	Willing to drive minibus (relevant training will be provided)
Be a car driver and own car	
Demonstrate empathy and a caring approach	
Communicate effectively with pupils and their families	
Ability to support parents and carers to improve the outcome for their children	
To be effective in facilitating parent groups and leading training events.	
Demonstrate good verbal and written communication skills	
Ability to work effectively with a range of professionals to share information and improve outcomes for pupils	
Participate and effectively lead meetings with parents and other professionals ensuring there is a clear agenda and outcome from the meeting	
Proactive in getting to know our pupils and their families	
ICT literate	
SAFEGUARDING	
Awareness of Safeguarding procedures	Secure knowledge and understanding of best practice and procedures for safeguarding children and Young People
Knows of and how to implement the recommendations of ‘Keeping Children Safe in Education’ (2021/2022) Statutory Guidance for Schools and Colleges	Has received training in Safeguarding and Child Protection