

## JOB DESCRIPTION

### Home School Link Worker

<b>Post holder:</b>	
<b>Responsible to:</b>	Community Liaison Team/Inclusion Team Accountable to Headteachers of individual schools.
<b>Main purpose of the job</b>	
A 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. The key objective of a HSLW is to <b><i>overcome barriers to learning and attendance at school caused by home related issues.</i></b>	
<b>Main job functions and responsibilities. The post holder will:</b>	
<ol style="list-style-type: none"> <li>1. To promote good relationships between the school and home including attendance.</li> <li>2. To conduct an initial needs analysis for pupils identified by the schools, develop and implement an appropriate intervention programme and review its effectiveness.</li> <li>3. To help parents/carers in developing their parenting skills, including advice on how to develop and maintain positive discipline and healthy lifestyles.</li> <li>4. To give parents/carers with concerns a forum to talk in a confidential and non-judgemental environment.</li> <li>5. To develop parent support programmes for all key stage transitions.</li> <li>6. To carry out Home Visits to support families / children, in line with school and Academy 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 have identified</li> </ul> </li> <li>7. To help families / children access other services, or to refer them where appropriate. To work closely with other agencies ensuring that follow-up work is done and all concerned are well informed.</li> <li>8. To work within an equal opportunities and anti-discriminatory framework.</li> <li>9. To attend and participate in training to ensure professional development and competence.</li> </ol> <p>This job description only covers the key result areas and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be subject to annual review in consultation with the post holder and may develop to meet changing needs of the service. The job description is subject to review and development from time to time in liaison with the post holder. As an employee of Slough and East Berkshire Multi-Academy Trust (SEBMAT) you will be required to adhere to all policies and procedures.</p>	



**Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of schools within SEBMAT or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

**Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998

**Safeguarding Children**

In accordance with the Trust’s commitment to follow and adhere to the most recent versions of the Department for Education’s (DfE) guidance entitled "Keeping Children Safe in Education" and “Safeguarding Children and Young People and Young Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

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

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