

## Job Description Larkmead School

<b>Job Title</b>	Home School Link Worker	<b>Department</b>	Inclusion
<b>Reporting to</b>	Assistant Headteacher / Attendance & Engagement Officer	<b>Grade</b>	7 (SCP 13-17)
<b>Hours per week</b>	37	<b>Weeks per year</b>	38
<b>Hours of Work</b>	0825 – 1600 (including an unpaid break)		

We are seeking to appoint an experienced Home School Link Worker with effect from September 2024.

We offer a friendly, caring, supportive and collaborative team environment and are looking for a team player with excellent communication and inter-personal skills.

Our March 2024 Ofsted report reflects our values and aspirations for this role:

- This school is a very happy and inclusive place because, as one parent said, pupils ‘are at the heart of what Larkmead does’
- Pupils are polite and respectful with staff and each other
- Pupils feel safe and ‘seen’ here
- The school’s caring ethos ensures it maintains its high expectations, both academically and personally, while also continuing to provide strong support to pupils.

### **Main Purpose of the Job**

- To improve the attendance of children with persistent and severe absenteeism
- To support families to improve their child’s attendance and attend school on a regular basis
- To work with colleagues and other agencies to overcome any barriers to attendance for this target group

## **Main Duties**

1. Work closely with the families and children to improve their attendance. This will involve going to the homes and meeting the parents and students in and outside of school.
2. Meeting families before school at the home and bringing the child in to school.
3. Working with the school attendance officers and pastoral teams to unpick the barriers and to create action plans that will impact on attendance for the target group
4. Working with external agencies to provide further support and interventions
5. When necessary, liaise with the social care team at County to ensure that there is a joined up approach
6. Support and attend external agency meetings to ensure we work collaboratively with all parties who are involved in the child's welfare.

## **Universal**

- To be personally committed to a philosophy of continuous improvement in relation to whole academy policy as well as in all team roles and areas of personal responsibility.
- To participate in personal staff development and relevant training schemes.
- To participate in personal Professional Development.
- To comply with Health and Safety requirements.
- To be committed to safeguarding and promoting the welfare of children and young people.
- To undertake other duties as may be required from time to time.
- To be prepared to undertake First Aid training if required.

**SELECTION CRITERIA:**

<b>SPECIFICATION (Job Related)</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education</b>	<p>Willing to undertake relevant training to learn new skills and update existing knowledge, skills and understanding.</p> <p>Possess a valid UK drivers license</p>	A minimum of two A levels at C grade or above or equivalent BTEC's or appropriate and relevant experience in this role
<b>Knowledge</b>	<p>Working with young people aged 11-18 with attendance difficulties</p> <p>Working with families to support with parenting</p> <p>Basic level of literacy and numeracy.</p> <p>Understand the barriers to attendance</p>	<p>An understanding of emotional based school avoidance</p> <p>Have previous experience with working with families and in particular their child's attendance to school</p>
<b>Skills</b>	<p>Good people skills and being able to build good relationships with families and children</p> <p>Set action plans and achievable goals with families</p> <p>Be able to contribute and lead meetings.</p> <p>Be able to demonstrate impact of attendance interventions</p>	Already has HSLW experience.
<b>Personal Qualities</b>	Be empathetic and supportive with families and children	

	<p>Be caring and understanding of personal difficulties families are facing</p> <p>Build strong professional relationships based upon trust and respect with all that they work with</p> <p>Be able to show initiative and be independent in fulfilling the role</p> <p>Ability to relate to young people with emotional needs.</p> <p>Be able to stay calm and deliver in challenging circumstances.</p> <p>Able to work one to one with children.</p> <p>Ability to work under pressure, prioritise tasks and work to deadlines.</p> <p>Caring and supportive approach when working with young people.</p>	
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If you are keen to be part of a school with clear, positive values where ‘everyone matters and makes a difference’, then we very much look forward to meeting you.



**Larkmead School is a member of the Vale Academy Trust. The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. Shortlisted candidates will be subject to online searches for publicly available information.**

**All staff will be expected to promote fundamental British values as part of a school that values diversity and individuality, exemplified in our values of 'one community, individual minds, creating futures. King Alfred's Academy is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.**