



Learning for Life
'Life in abundance'
John 10:10

Wantage CE Primary School

Newbury Street, Wantage, Oxon, OX12 8DJ

Tel: 01235 762396

Headteacher: Mr A Browne



Job Description: Home School Link Worker (HSLW)

Job details

Job Title: Home School Link Worker

Salary: Grade 8 P18-P23

Contract type: Full time, Permanent

Reporting to: SLT

Our vision is 'Learning for Life' where everyone learns, is inspired, flourishes, and enjoys life in all its fullness in a community of love, respect, hope, forgiveness, courage and thankfulness. Learn Inspire Flourish Enjoy. 'Life in abundance' John 10:10.

At the heart of everything we do you will find:

- High standards of teaching and learning, behaviour and attitudes to learning
- Warm, positive relationships based on mutual respect
- Passionate, motivated, informed staff who are committed to every pupil achieving their best
- A broad and balanced curriculum, for the whole child, built on the best that has been thought and said, producing rounded individuals able to flourish and to live life to the full
- Partnership with families and the local community.

Wantage CE Primary School is committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect 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 (DBS) Enhanced Check.

Wantage CE Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.



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Web: www.wantagece.org



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The Home **School Link Worker** works 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

The 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 for children and families. Through strong partnerships with outside agencies and positive working relationships with families, the HSLW will enable effective support for children and their families. The HSLW will provide timely support and interventions to vulnerable families, 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.

- Develop positive links between families and school
- To encourage communication between the school and family
- To encourage families 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



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- To improve children's well-being and attainment, providing support for parents/carers and children 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
- To support families in improving children's attendance in line with the school's attendance policy.

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 pastoral team.

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 maintain and monitor 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
- Do not undertake unsafe acts.
- Inform employer of any "Near-Misses"
- Undertake Health and Safety training.



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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's 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.

Person Specification: Home School Link Worker

| Attribute or Competency | Essential/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 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 |



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| | | |
|---|-----------|------------|
| 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 |
| Driving license and access to a car with business 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)

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: December 2024

Next review date: December 2025

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:



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