

Job Description: Home School Link Worker (HSLW)

Post: HSLW

Responsible to: Inclusion Leader

Responsible for: Supporting the school with its responsibility for the development and education of children with special needs. To use routine supervision and care skills to support pupils (especially those who have physical, emotional or educational needs).

Salary: Grade 7 (£21,074 - £23,111 FTE)

Introduction

This job description should be read in conjunction with the current support staff pay and conditions document.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the headteacher; and the headteacher, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually as part of the appraisal process. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work and the Dignity at Work Policies.

General duties

Under the direction and supervision of the headteacher and inclusion leader:

- Help children and families to increase school attendance and minimise absences;
- Support parents to develop and maintain a positive relationship with the school;
- Act as a link between home and school including making home visits or meeting at other suitable locations;
- Supporting pupils and parents with English as an additional language;
- Offer a range of services to children and families requiring support and information;
- Work with children on a 1:1 or small group basis;
- Talk with, support and encourage children in school.
- To attend TAF meetings and core group meeting and to be the lead professional is appropriate

To provide:

- Support with children's behavioural, emotional and social development needs;
- Help with Disability Living Allowance claims, Free School Meal forms, Education Maintenance Allowance (EMA) and other paperwork;
- A listening ear;
- Attending Annual Reviews.

To work with:

- Home/school programmes.
- A range of professionals, like the Speech and Language Therapist, Physiotherapist, School Nurse, and Doctors;
- Other agencies, for example CAMHS, Parent Partnership and Children's Services;
- School parent support groups;

Person criteria

- Good level of written and spoken English.
- Numerate.
- Resilient
- Positive
- Basic IT skills.
- Clean driving licence with own car
- Understanding of emotional literacy.
- Able to understand and support families from all walks of life
- Able to lead and chair meetings
- Able to work with a variety of external agencies
- Able to make difficult decisions when required
- Able to follow instructions and use own initiative where required
- Able to plan and prioritise regular and irregular tasks.
- Able to communicate effectively with pupils.
- Able to maintain records and pupil files.
- Able to work effectively with adult team members.