



## Home School Link Officer

### Job Description

<b>Job Title:</b>	Home School Link Officer
<b>Grade:</b>	Grade 4 – spinal points 5 to 6 £18,147 to £18,475 (Actual Salary, depending on service)
<b>Work Pattern:</b>	Term Time only (including Inset Days) 36 hours per week – Term time plus 1 week totalling 39 weeks
<b>Reports To:</b>	Principal
<b>Staff Managed (if any):</b>	None

### Job Role

The role of the Home School Link Officer is to support families to ensure that all children are able to access education, achieve their potential and maintain excellent attendance. The Home School Link Officer works under the direction of the leadership team to provide the support to address barriers to learning.

The Home School Link Officer role is part of a wider-school support system ensuring that the children in our community are safe, nurtured and achieve.

### Main purposes of the job

- To monitor and improve attendance throughout the school
- To identify and take actions to decrease the number of pupils with persistent absence
- To help overcome barriers to learning outside the school in order to ensure consistently good attendance and improve the outcomes of vulnerable pupils.
- To act as the main point of contact for identified families
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### Main responsibilities and tasks

1. To monitor, keep statistics, record, report and evaluate the implementation of all plans to improve attendance across the school
2. To develop and maintain an effective working relationship with the families of the school community, particularly those who are difficult to engage
3. To develop and maintain a thorough working knowledge and appreciation of services, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support to pupils, parents and carers where appropriate.
4. To maintain regular contact with families/carers, to keep them informed of the child's needs and progress and to secure positive family support and involvement.



5. As directed to support the Designated Safeguarding Lead to attend meetings with agencies as a representative of the school and be responsible for child protection. The latter will include, attending annual training, providing induction for all new staff on child protection, investigating any areas of concern raised by staff, liaising with social services and parents.
6. As directed to be a lead professional – acting as a single point of contact for a child/family and to co-ordinate and monitor the effective delivery of multi-agency panels and agreed set of actions informing the relevant body if there are concerns.
7. To monitor attendance and punctuality of students within the school raising any concerns with the attendance officer. This will include sending out letters to parents termly about attendance and punctuality.
8. To work closely with key members of staff to ensure that the needs of the children are met, including contributing to policies and practices that will promote inclusion and engagement.
9. To have full knowledge and appreciation of the range of activities, organisations and individuals that could provide extra support for pupils and recommend referrals as appropriate.
10. To organise and deliver briefing sessions (family learning/parenting programmes) and other training as appropriate.
11. To organise and support the work of the school council.
12. To ensure the schools anti bullying policy is understood by pupils and that any concerns are reported and dealt with effectively involving all relevant parties.
13. To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
14. To support pupils behavioural and emotional needs by liaising with the SENCO/lead on inclusion and any outside agencies, providing mentoring and working with families and providing reports.
15. To co-ordinate welfare provision across the school ensuring accurate and up to date records, adequate stocks and supplies, liaising with other professionals as appropriate
16. To be willing to undertake home visits as part of the role.
17. To participate in the wider community through cluster meetings.
18. To work within agreed legal and ethical boundaries particularly in regard to child protection.
19. To carry out duties in accordance with health and safety legislation and the school policy.
20. To promote inclusion and equality of opportunity for all students in accordance with school policy.
21. To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

