

**London Borough of Havering
Children, Adults and Social Care Directorate
Whybridge Infant School
Benchmark Job Profile**

Job Title: Home School Support Worker

Grade: Grade 4

Reports To: Senior Leadership Team

Job Purpose and Context

The Home School Support Worker works at all times subject to the direction and supervision of the headteacher/consortium/locality management group and this power will be delegated to *insert line manager's post name here*. Home School Support Workers do not work generally alongside children and young people in class.

A Home School Support Worker supports the aims and objectives of the school and the engagement, learning and achievement of children and young people by working with pupils and students, and with parents, individually, in groups, as a community or a sub community. Strategic priorities are usually assessed at locality or school level and, as a result, a wide variety of (shifting and changing) local needs may affect the responsibilities of the post holder, their way of working and the tasks they carry out.

The range of issues addressed through home school support work may span:

- The common barriers to pupil learning and achievement, including, for example, attendance, punctuality, poor behaviour and school induction and transition
- Parenting skills and understanding, and parent and family education
- Parent and community engagement
- Outreach with hard to reach groups or for particular specialist groups
- Parental advice, information and representation.

Main Duties And Responsibilities Of The Post

1. With teaching and support staff, and other professionals where appropriate, to participate in the analysis, assessment, and prioritisation of need at locality and/or school level
2. Working with others, identify those children and young people who would benefit most from home-school support and, draw up and implement an action plan for each parent/family
3. Develop a 1:1 relationship with parents/families identified for particular support, aimed at achieving the objectives defined in the action plan
4. Maintain regular contact with families/carers of children entered into any mentoring programme and work with Learning Mentors where necessary to support the aims and objectives of mentoring

5. Work with parents: individually, in groups, in specialist groups and/or as a community to support, develop and implement the objectives of the home-school support intervention programme
6. Monitor, keep statistics, record, report and evaluate the implementation of all plans drawn up to implement home school support - using the agreed policies, procedures and processes of the school
7. Develop and maintain a thorough knowledge and appreciation of the range of services, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide support for parents and provide that information to parents/carers where appropriate
8. Promote the safety of pupils and protect them from abuse, using the agreed procedures for identification, responding to disclosure and reporting to the relevant lead professional
9. Share information with local agencies, schools, education authorities and other home school support workers, using agreed protocols and procedures
10. Participate in professional networks, share and develop best practice and attend local and national training
11. Participate in regular caseload and professional supervision, using standard professional protocols and procedures
12. Take part in the school performance management system, evaluating one's own performance and planning and carrying out personal professional development
13. Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.
14. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.

Notes

- This is a new job description for a new post. It may be subject to review with the postholder after one year
- The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities

Home School Support Worker Model Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
The ability to develop and maintain effective working relationships with other team members & contribute to the work of the team	✓		Application and interview
Carry out work to agreed specifications and deadlines	✓		Application and interview
Basic ICT skills to support administration	✓		Application
Effective oral and written communication skills across a range of audiences	✓		Application and interview
The ability to relate effectively to a diverse range of young people and adults	✓		Application and interview
The ability to develop relationships with parents and community groups	✓		Application and interview
<u>For peripatetic workers only:</u> Personal organisation, time and workload management skills under minimal day-to-day supervision and support	✓		Interview
Knowledge			
An understanding of how children and young people develop and learn	✓		Application and interview
An understanding of child care, parenting skills, parental development and healthy parent-child relationships	✓		Application and interview
An understanding of the range of potential barriers to learning for pupils	✓		Application and interview
An understanding of child protection policies and procedures and a commitment to the principles of best practice	✓		Application and interview
The range of support services and facilities available to support parents and carers	✓		Application and interview
Health and safety policy in schools and the responsibility of the individual in ensuring its implementation	✓		Application and interview
Equalities and inclusion policies and how these are implemented in schools	✓		Application and interview
Qualifications and Experience			
To have completed, or a willingness to undertake, the local induction training for Home School Support Workers	✓		Application
GCSE grade 'C' (or equivalent) or above in English and mathematics	✓		Application
Previous experience working with children and young people, parents or community groups in a paid or voluntary capacity	✓		Application
NVQ3 in Work with Parents or Learning, Development and Support Services or equivalent qualification		✓	Application
A demonstrable commitment to continuing professional development	✓		Application and interview