

## **Job Profile**

<b>Job Title:</b>	Home School Support Worker
<b>Grade:</b>	Scale 5 Points 12-15 36 hours per week (8am - 4pm)
<b>School:</b>	The Royal Liberty School
<b>Reports To:</b>	Director of Pastoral Care

### **Job Purpose and Context**

The Home School Support Worker carries out duties at all times subject to the direction and supervision of the Head teacher and this power will be delegated to the Director of Pastoral Care. Strategic oversight and support will come from the Trust Home School Support Lead who will oversee the whole Trust HSSW Service. 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 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 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 student learning and achievement, including, for example, attendance, punctuality, poor behaviour.
- The school induction and transition processes.
- 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.
- Mentoring and working with students on a 1:1 level to provide guidance and support.

## **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. Work with students on a 1:1 mentoring level to provide guidance and support.
5. To work with the pastoral team to ensure students and families are supported.
6. Maintain regular contact with families/carers of children entered into any mentoring programme.
7. 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.
8. 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.
9. Develop and maintain a thorough knowledge and appreciation of the range of outside agencies, 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.
10. Promote the safety of students and protect them from abuse, using the agreed procedures for identification, responding to disclosure and reporting to the relevant lead professional.
11. Share information, and where necessary attend meetings, with social services, local agencies, schools, education authorities and other home school support workers, using agreed protocols and procedures.
12. Participate in professional networks, share and develop best practice and attend local and national training.
13. Participate in regular caseload and professional supervision, using standard professional protocols and procedures.
14. Take part in the school appraisal system, evaluating one's own performance and planning and carrying out personal professional development.
15. Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.
16. 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.

17. Work with families at the home where it is appropriate to do so and where safeguarding procedures dictate.

18. Set up and run a peer mentoring group.

## **Notes**

1. The school 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 profile but which is within the remit of the duties and responsibilities.
2. The Postholder will be expected to carry out any reasonable directed task as requested by the Headteacher
3. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.

## Home School Support Worker

### Model Person Specification

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
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
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
<b>Knowledge</b>			
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 students	✓		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
<b>Qualifications and Experience</b>			
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
Experience of 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		✓	Application

equivalent qualification			
A demonstrable commitment to continuing professional development	✓		Application and interview