

Wey House School Job Description

Home School Link Worker

Type of contract: Full-time (flexible working hours may be required)

Term of contract: Permanent

Salary: Within the SP7 range

Core Purpose of Role

At Wey House School, we recognise the impact of a pupil's home life on their ability to access education. The role of the Home School Link Worker (HSLW) is focussed on sign-posting families to relevant support networks and to guide them in accessing these. In addition, there is a significant focus on increasing parental engagement with the School. The HSLW will also be a Deputy Designated Safeguarding Lead.

Specific responsibilities and duties

The following list of duties is not exhaustive and there is an expectation that this list will evolve over time. Where duties or responsibilities significantly alter from the list, this will be discussed at the annual appraisal and amendments will be made.

A) Signposting

- 1) The HSLW will gather, organise and keep up-to-date records of organisations which would be suitably placed to support families in need of support.
- 2) The HSLW will work with other organisations to share information about these services.
- 3) The HSLW will use home visits, telephone consultations and meetings at school to provide support to families.
- 4) Once a referral to an outside organisation has been made, the HSLW will maintain contact with the family to ensure the support is necessary and is being accessed. They will review the appropriateness of the provision and provide support in accessing it where needed.
- 6) The HSLW will keep accurate, up-to-date and informative records of referrals made, support given and outcomes achieved.
- 7) The HSLW will report to relevant stakeholders, including the Headteacher, Deputy Headteacher and Governors, regarding what interventions have taken place and the effectiveness of these.

B) Family Induction into the school

- 1) The HSLW will ensure that families who are new to the school are aware of the school's ethos, vision and values. They will provide an information pack about the school, including who is who and what support we offer as a school.
- 2) The HSLW will work closely with key professionals in school and at the pupil's old school to ensure all necessary paperwork is received and all new paperwork is completed.

C) Teamwork

- 1) The HSLW will be supported and line-managed by the Deputy Head Teacher. There are two HSLW roles within the school and these are both an integral part of the wider Inclusion Support Team. The

HSLW will have excellent communication skills and be able to work independently and as part of a team.

2) There will be occasions where lone-working is necessary to engage families and pupils. The HSLW will follow all policies and procedures in place to ensure safeguarding practice is of the highest priority.

D) Deputy Designated Safeguarding Lead (DDSL)

1) The HSLW will work with the Safeguarding Team, under the direction of the DHT/DSL.

2) The HSLW will attend weekly Protecting All Children (PAC) meetings, ensuring actions are completed and paperwork is up to date.

3) Attendance at Child Protection, Child in Need, Team around the family and Early Help meetings will be required.

4) The HSLW will attend all relevant training regarding the DDSL role.

5) Safeguarding is our highest priority at Wey House School. There may be occasions where the HSLW is required to work flexible hours at short notice in order to ensure referrals are made and children are safe. These occasions are infrequent and support is always offered.