



## **HOME SCHOOL SUPPORT WORKER – JOB DESCRIPTION**

**Designation:** Home School Support Worker  
**Department:** Children's Team  
**Responsible to:** Assistant Headteacher - RCH  
**Salary Range:** School Salary Scale Point 17-26  
**Contractual hours:** 37 hours per week (term time only + plus 15 days)  
**Working Times:** 8.00am - 4.00pm (Mon-Thurs) 8.00am – 3.30pm (Friday)

### **Main Purpose of Job**

To aid in the early identification and support of families whose children are experiencing difficulties. To work alongside children, families, schools and the community to promote high quality parenting at home and achievement at school.

### **Responsibilities**

- Breakfast Club.
- Girls' Group – after school. (Organise weekly activities and topics).
- Undertake home visits.
- Attend meetings – CIN, CP etc.

### **Accountability**

- To work directly with parents in a non-judgemental way, empowering them and their families to get the most out of school and home.
- To work under the direction of the Headteacher with guidance, support and supervision via the appropriate multi-agency Integrated Area Team (IAT).
- To be prepared to provide support for individual children and in a group situation to enable them to participate fully in class and social activities as appropriate.
- Co-ordinate and organise group activities either before or after school or during school holidays.
- Assist with observation and monitoring of the progress of the children, giving close attention to early identification and prevention of difficulties, for example: absence habits and risk of exclusion.
- Working in partnership with parents and carers, to advise on practical childcare and parenting skills, according to the requirements of any agreed care plan. To promote the self-esteem of family members, helping them to develop personal and interpersonal skills, which will enable them to respond to each other's needs by communicating openly.
- To keep up to date and accurate notes of visits. To contribute to reports, case meetings and case conferences as required. To attend supervision, seminars, staff meetings.
- To undertake training and development opportunities in line with service needs and aims, including those specific to the requirements of the Early Help Assessment (EHA).

### **Early Help Assessment**

- Have regard to school and IAT aims, objectives and policies.
- Facilitate review meetings and update Synergy.
- To act in accordance with the equal opportunities policy and undertake training as required.

Any other duties as identified by the needs of the service.

The post is based within the school buildings.

The above constitutes a "job description" only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post-holder.

Signed: ..... Date:.....

Postholder

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Line Manager

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Finance & Business Manager/Head-Teacher