



## Job description

JOB TITLE:	Home School Liaison and Parental Engagement Worker
SALARY CODE:	Clapton Support Staff Range, Scale SO1, Points 29- 31 (Pro Rata)
RESPONSIBLE TO:	Engagement Admin Team Leader
HOURS OF WORK:	<p>This post is term time only (195 days) plus a further 72 hours that are flexible (equivalent to 10 days).</p> <p>For the 195 term time days you will be expected to work the following hours:</p> <ul style="list-style-type: none"> <li>Monday, Tuesday, Thursday and Friday 8:30am- 4:00pm</li> <li>Wednesday 8:30am- 5:00pm</li> </ul> <p>These timings include a 30 minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you. The remaining 72 hours of work will be agreed once the needs of the academic year are known.</p>

### POST RESPONSIBILITIES

- Supporting identified students in need of home school support and intervention, including persistent absentees and students with specific needs, including SEND.
- Monitoring the progress, attendance, behavior and wellbeing of targeted students.
- Supporting identified parents by providing parenting workshops.
- Providing an effective student reception service.
- Contributing to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Child Protection procedures.

### HOME SCHOOL LIAISON AND PARENTAL ENGAGEMENT DUTIES

To provide an effective home school support liaison service for identified students. This includes but is not limited to:

- Working as part of the engagement support team by tracking and monitoring the attendance of vulnerable students, particularly those eligible for Pupil Premium.
- Preparing for attending inclusion panel meetings in order to agree strategies to support identified students.
- Producing correspondence to parents/carers to raise concerns relating to attendance and punctuality and arranging home visits.
- Conducting home visits to build effective working relationships with hard to reach families and students with specific needs. This will include some visits during school holidays.
- Supporting parents with developing strategies and routines which support excellent attendance and punctuality, including explaining parental legal responsibilities relating to attendance and the link attendance has to achievement.
- Liaising with appropriate Hackney Learning Trust departments including Missing Education; Home Tuition Service, Home Education and education team regarding families requiring interventions including attendance fines and court appearances.
- Collating the necessary evidence and reports to support fines and court proceedings.
- Liaising effectively with staff from external agencies to ensure a multi-agency approach to support for families.
- Ensuring record keeping in relation to individual casework is maintained and appropriate reports are written.
- Encouraging hard to reach parents to attend meetings and events at the academy.
- Attending Parents' Evenings and Key Information Meetings in order to support hard to reach families and students with specific needs.



- Delivering parental engagement workshops to identified groups on agreed topics and writing evaluation reports on the impact of workshops.
- Supporting intervention strategies as appropriate.

## STUDENT RECEPTION DUTIES

To be actively and positively involved in providing an effective student reception service with the other members of the team.

This includes but is not limited to:

- Ensuring student enquiries are dealt with in a positive and supportive way.
- Supporting the Senior Staff on Duty system.
- Supervising students in the treatment room and student reception area.
- Ensuring all student reception activity is logged using the agreed system.
- Reporting any concerns about attendance, special needs, child protection or general wellbeing using the appropriate system.
- Covering the main Pankhurst reception as required on rotation.

## OTHER GENERAL ADMINISTRATION DUTIES

- Undertaking a variety of shared general academy administrative jobs when required.
- Producing a variety of documents, PowerPoint presentations and Excel databases.
- Liaising with staff, students, visitors and external agencies in a professional manner.
- Undertaking first aid training and once qualified administering first aid to staff and students as directed.
- Evaluating and improving own practice, which may lead to improvements in the day to day running of the academy and taking responsibility for personal professional development.
- Participating fully in the appraisal process.
- Performing any other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by the Line Manager
- Being committed to safeguarding and promoting the welfare of children and young people and following the safeguarding policy.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the Academy Business Leader.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

### ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



# Person specification – Home School Liaison and Parental Engagement Worker

## QUALIFICATIONS

	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
Degree or equivalent in relevant subject		✓
Further relevant qualification/ willingness to obtain or enhance qualifications and training for the post	✓	

## EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working within an educational environment or with young people		✓
Experience of working in a busy environment and the ability to respond positively to high work demands and at times, extreme pressure	✓	
Experience of handling confidential information appropriately	✓	
Experience of maintaining and developing databases and producing reports	✓	

## KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
Excellent working knowledge of IT packages including Microsoft Word, Excel and Outlook	✓	
Excellent interpersonal skills with the ability to interact effectively and professionally with young people, colleagues and parents	✓	
Good literacy, numeracy and ICT skills	✓	
Excellent administrative and organisational skills	✓	
Ability to work within the academy policies, procedures and expectations	✓	
Ability to prioritise workloads and work to given deadlines	✓	
Excellent accuracy and a meticulous attention to detail	✓	
Ability to work in an organised and methodical manner and maintain efficient record keeping systems	✓	
Ability to work as an effective team member	✓	
A working knowledge of the SIMS database		✓
Ability to remain calm and be effective in the face of difficult situations and pressure	✓	
Ability to convey straightforward information, orally and in writing to colleagues, students and parents		

## PERSONAL QUALITIES AND ATTRIBUTES

	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and young people.	✓	
Commitment to following academy expectations with regard to professional behaviours	✓	
Reliable, honest and trustworthy	✓	



A 'can do' attitude	✓	
Energy, enthusiasm and commitment	✓	
Empathetic and supportive	✓	
Committed to safeguarding and promoting the welfare of children and young people and following the safeguarding policy		

### SPECIFIC TO THIS POST

	ESSENTIAL	DESIRABLE
Commitment to inclusion	✓	
Willing to work flexible hours	✓	
Willing to visit students' homes to build effective working relationships with hard to reach families	✓	
Experience of working with students/ families to set short term goals for individual students and supporting students in achieving these	✓	
A working knowledge of the range of programmes/ strategies available to support students at risk of underachievement or exclusion		✓
A background in Health, Social Care or Youth Work or experience of working with young people, parents and or families		✓
Ability to facilitate workshops	✓	