



HOLTE SCHOOL

Wheeler Street, Lozells
Birmingham B19 2EP

Tel: 0121 566 4370

Fax: 0121 566 4372

Email: enquiry@holte.bham.sch.uk

*"Dedicated to
learning as the
foundation for life"*

14th September 2023

Dear Applicant,

Re: Home School Link Worker

Thank you for your enquiry and interest regarding the above vacant post.

The enclosed pack provides you with some information about the school, an application form, job description and person specification. A copy of the School's Child Protection policy is available on the website and applicants will be expected to have read it prior to the interview.

In all cases, a criminal record check via the Disclosure & Barring Service (DBS) is required before taking up a post in the school. The necessary evidence for verification would need to be provided when you attend for interview, including the requirement for all shortlisted candidates to complete a self-declaration of their criminal record and to undergo a general online search carried out by the school.

It is a requirement when completing the application form that you provide the names and addresses of two referees. At least one must be your current employer and contact at your last post working with children. Current or previous employers will be contacted as part of the verification process of pre-appointment checks. References must be received before an interview, which will take place before an interview panel.

The closing date for applications is **Friday 29th September 2023 at 10 am** and it is anticipated that interviews will take place shortly afterwards.

In the interests of the economy, no further correspondence will be sent to you unless you are invited for an interview. I, therefore, take this opportunity of thanking you for your application and the interest you have shown.

If you require more information about this post or would like to visit the school before submitting an application, please feel free to contact the HR department on 0121 566 4370 or email hr@holte.bham.sch.uk.

Yours faithfully

Miss M Collins
HR Manager

Headteacher: Mr J Sohal



Outstanding
Leadership
Team Award
Winner
Holte School
TES Awards 2011



HOLTE SCHOOL
WHEELER STREET, LOZELLS, BIRMINGHAM B19 2EP
0121 566 4370 (Option 1)



Home School Link Worker
GR2 SCP 3-8 (£18,562 – £20,493 pro rata)
Full Time (Term Time Only)
Temporary
Required to start as soon as possible

We wish to appoint a Home School Link Worker for a temporary post. The role involves working as part of a large and experienced pastoral team to promote effective and supportive link between the school and parents/carers.

The successful candidate will be required to support the school pastoral team by making daily contact with parents/carers to help maintain high standards of attendance, punctuality, behaviour and welfare. As well as developing and co-ordinating additional positive activities to support parents/carers and engage them in the life of the school.

We offer:

- Enthusiastic students who are keen to learn
- Supportive community and Local Governing Body
- A talented staff team who welcome new challenges, committed to supporting and developing colleagues
- Quality continuous professional development
- Opportunities to work in collaboration with partner schools where available

Holte School is an oversubscribed, diverse, multi-racial, 11-18 community school who holds the IQM Flagship School Award. The school is on a shared site with both a primary and a special school, with plans to develop our sixth form facilities. The school's ethos emphasises high quality teaching to achieve excellence and enable its students to maximise their potential.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

For further details and an application form, please download information from www.holte.bham.sch.uk **Vacancies** page. A completed **non-teaching** application form, recruitment monitoring form and supporting statement should be returned to hr@holte.bham.sch.uk. Informal visits, by appointment, are most welcome by contacting Cherise Hogan, HR Assistant, on 0121 566 4370.

Closing date: Friday 29th September 2023 at 10am

It is anticipated that interviews will take place as soon as possible after the closing date.

Holte School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

HOLTE SCHOOL

JOB DESCRIPTION

JOB TITLE: Home School Link Worker

SALARY SCALE: Grade 2

1. JOB PURPOSE

- 1.1. To work preventatively with families, children and the school to provide early intervention, signposting support and guidance in times of change and stress. Thus, enabling improved attendance and behaviour by reducing family and environmental barriers to learning.
- 1.2. The HSLW will work with and support teachers and other professionals to support the family/child. HSLW's must ensure that they refer cases to the appropriate staff within the School and to statutory agencies.

2. DUTIES & RESPONSIBILITIES

- 2.1. Carry out absence phone calls to ascertain the reasons for absence of those students not in school.
- 2.2. Process free school meals application and applications from families to take leave in term-time.
- 2.3. Process penalty notices for poor attendance where appropriate.
- 2.4. Be responsible for the student stationery shop that operates at break-time.
- 2.5. Help to improve attendance and late arrivals by monitoring and offering assistance. To contact parents on a daily basis to ascertain reasons for student absence.
- 2.6. Work in conjunction with Year Co-ordinators and the Education Welfare Officer to promote good attendance and punctuality.
- 2.7. To encourage communication between the school and family, and to ensure good communication with and between colleagues in the school. Encourage parents to attend meetings in school.
- 2.8. To help parents with parenting skills. Give individual parenting guidance and support, with advice on how to develop and maintain positive discipline.
- 2.9. To listen and offer support to parents on problems and issues where possible.
- 2.10. To help improve family relationships. Be available for families especially in crisis situations, helping those families who need short-term assistance.
- 2.11. To carry out Home Visits to support families/children.
- 2.12. To help families/children access other services, referring where appropriate. Work closely with other agencies ensuring that follow-up work is done and all concerned are well informed.
- 2.13. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.14. To ensure all tasks are carried out with due regard to Health and Safety.
- 2.15. To adhere to the ethos of the school.
- 2.16. To promote the agreed vision and aims of the school
- 2.17. To set an example of personal integrity and professionalism
- 2.18. Attendance at appropriate staff meetings and training events
- 2.19. Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3. SUPERVISION RECEIVED

3.1. Supervising Officer's Job Title: Deputy Headteacher – Inclusion

4. LEVEL OF SUPERVISION:

4.1. Left to work within established guidelines subject to scrutiny by supervisor.

5. SUPERVISION GIVEN: (excludes those who are indirectly supervised i.e. through others)

5.1. None

6. SPECIAL CONDITIONS

6.1. None

7. OTHER INFORMATION

7.1. The post is full-time, 36.50 hours, all year round.

7.2. Payment will be on the Grade 2 Points 3-8.

7.3. Hours for support staff are 0830 to 1618 hours, with 30 minutes break for lunch.

8. REVIEW AND AMENDMENT

8.1. This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

Job Description issued, after consultation by the Headteacher	Signature of Headteacher
Dated	
Copy received by Postholder	Signature of Postholder
Dated	

Holte School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be subject to all necessary pre-employment checks in line with the KCSIE guidance, including an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references. It is a requirement for all shortlisted candidates to complete a self-declaration of their criminal record and to undergo a general online search carried out by the school.

HOLTE SCHOOL
PERSON SPECIFICATION

HOME SCHOOL LINK WORKER

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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	ESSENTIAL	M.O.A.
QUALIFICATIONS AND TRAINING	Numeracy and literacy to GCSE standard.	AF/C
	Training in community work, counselling skills, or similar.	AF/I
	Training in facilitating parenting groups.	AF/I
SKILLS AND ABILITIES	High standard of communication, both verbal and written including appropriate record keeping.	AF/I
	Ability to facilitate discussion and lead small group sessions.	AF/I
	Good networking skills within a framework of awareness of issues of confidentiality, risk and human rights legislation.	AF/I
	Wide knowledge of other agencies. Be well organised and work co-operatively with others.	AF/I
	Work independently and with others.	AF/I
	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
KNOWLEDGE AND EXPERIENCE	Knowledge of child development. An insight into the needs of young children and their parents.	AF/I
	A working knowledge and understanding of the Children's Act 1989, particularly in relation to Child Protection and a working knowledge of the Assessment Framework and Human Rights Legislation.	AF/I
	An understanding of 'Every Child Matters; Children Act; National Occupational Standards on Working with Parents.	AF/I
	Able to work with other professionals. Good knowledge of school system.	AF/I
	A background in either Health, Social Care and or extensive experience of working with parents and families.	AF/I
	Experience of working within a school.	AF/I
	Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.	AF/I

PERSONAL/ OTHER QUALITIES	To be committed to the school's policies and ethos.	AF/I
	Professionally discreet and able to respect and maintain confidentiality	AF/I
	Sensitive approach when dealing with parents	AF/I
	Have a flexible, creative approach to work, and be able to deal with conflicting pressures.	AF/I
	Be willing to work flexibly and is reliable and trustworthy.	AF/I
	Be able to build strong professional relationships with staff and students.	AF/I
	Possess integrity, optimism, resilience, calmness and a sense of proportion.	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.