

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Home School Liaison Officer	Post No: U337	Grade: HC5
Directorate: CYP - Schools	Division/ Department:	Section/ Location:

Organisational information:

Responsible to: Headteacher and Safeguarding Manager of Leominster Primary School,
Professionally responsible to:
(where appropriate)

Dimensions:

(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)

Key relationships/Functional links with:

(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)

Internal: Students, teachers

External: Network agencies, Social Services, Careers Services, Police, Health Services, Schools, Support Services Directorate, Children's Fund, Mediation.

Main Purpose of Job:

This is the main purpose or objective of the job – a short statement of why the job exists

- The Home-School Liaison Service will support school by working pro-actively with children and their parent/carers to build positive links between home and school. To maintain regular attendance and to reduce the individual's chance of fixed term and/or permanent exclusion in later years.
- Deliver a service that meets aims and objectives of Keeping Children Safe in Education (2022), Working Together to Safeguard Children (2018) and other relevant legislation.
- To help individual children with school transitions (for example arriving and departing from school, transferring to/from another school/setting and moving to secondary school) using a variety of activities/resources.
- Promote, deliver and monitor individual and whole school attendance incentive and initiatives
- Develop close working relationships with Safeguarding and Family Support Team to provide a seamless service to pupils, schools and families.

- Assist and support individual parents/carers to develop, implement and monitor strategies in behaviour management and boundary setting and communication.
- Develop, maintain and implement parenting contracts where appropriate.
- Identify and sign post individuals to other appropriate professionals/services where necessary.
- To carry out home visits and necessary checks and procedures in welfare matters related to ensuring pupils' regular attendance at school.
- Liaison meetings with school and other professionals within framework of Keeping Children Safe in Education (2022), Working Together to Safeguard Children (2018) and other relevant legislation.
- Support and advise parents to attend multi agency meetings, for example, early help and child in need.
- Attend and contribute to meetings with other professionals and agencies as appropriate.
- Monitoring and evaluation of Home School Liaison Service.
- Accept referrals from parents, schools, individuals and other professionals.

Main Responsibilities / Accountabilities / KRA:

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

1. To be familiar with Keeping Children Safe in Education (2022), Working Together to Safeguard Children (2018) and other relevant legislation.
2. Supporting parents to maintain positive relationships with school. Mediating in situations where there is a danger of communication breaking down or becoming difficult between parents/carers and teachers. Liaise with pupils, and/or parents to secure regular school attendance, including assisting in identifying problems of which a pupil's irregular school attendance may be a symptom.
3. Identify and support vulnerable young people regarding the issues through transfer from Primary to end of Year 7 in Secondary phase education.
4. Close liaison with other professionals to address issues around truancy, inclusion/exclusion, attainment, bullying, substance misuse, youth offending and child protection issues.
5. Consulting with the Head Teachers, Safeguarding Manager and/or other school staff to prevent potential cases of irregular attendance, giving advice and support on matters related to the attendance of the pupil. Supporting school staff to set up and implement parenting contracts.
6. To make visits to pupils' homes on school attendance and welfare matters, to discuss with parents their child's regularity of attendance and punctuality at school and any welfare issues, including befriending pupils where appropriate.
7. Offering advice and supportive strategies to, or referring onto (or working with) other appropriate service users, those pupils and their parents/carers, affected by bullying.

8. Advise and support parents to set up, implement and monitor strategies for behaviour management programmes for an individual young person.
9. To inform parents of appropriate welfare provisions e.g. free school meals, uniform grants etc to assist them where necessary in completing requests for such provisions and to carry out certain checks in relation to these provisions, e.g. financial.
10. To attend and contribute to multi agency meetings in line with Keeping Children Safe in Education (2022) and Working Together to Safeguard Children (2018).
11. Undertake joint work with Network agencies, Social Services, Children's Fund Panel, Police, Health Service etc. to provide support and advice through Child in Need meetings and referrals from schools, parents and young people themselves.
12. To ensure that problems outside the remit of the Home School Liaison Service are referred to an appropriate alternative agency.
13. To be aware of the council's policy on lone working and related health and safety issues and consult with all appropriate persons before making visits to family's homes.
14. Regular supervision of admin support workload.
15. To carry out all such duties required of the post by any appropriate means whether manual, electronic or other, including carrying out at a level appropriate to the post, work related to the use and application of new technology.
16. Monitor, evaluate and promote the Home School Liaison Service and individual and whole school attendance incentive and initiatives and report to Head Teacher and Safeguarding Manager.
17. Take part in strategies that raise the profile of the Home School Liaison Service within the local community and network agencies.
18. Undertake appropriate training necessary to ensure knowledge of child protection issues, child concern model, framework for the assessment of children and families and identification, referral and tracking initiative, drug/alcohol issues and any other training required to carry out the HSLO role.
19. To keep Safeguarding Manager and Head Teachers fully informed about such matters that fall within the remit of the Home School Liaison Service.
20. To carry out such duties, at an appropriate level, as may be to be within the remit of this post.

DATA QUALITY clauses

Council Managers (including supervisors and team leaders)

Working within resources provided; to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses and reports.

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Other information:

Disclosure type: enhanced

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

For all NHS Herefordshire staff, school staff and any post working with children, young people and vulnerable adults.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

PERSON SPECIFICATION

Job Title: Home School Liaison Officer Post No: U337		Grade: HC5	
Directorate: CYP - Schools		Division/ Department:	Section/ Location:
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Desirable criteria <small>(Infrequent use – maximum of two on any person specification)</small>	Method of Assessment*
Experience	<ul style="list-style-type: none"> • Experience of working with children and/or families in school or other setting is desirable • Experience of managing cases in a workload managed system. 		AF, I and references
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • Ability to work in partnership with families. • Good interpersonal skills • The ability to empathise, mediate and build supportive relationships. • Ability to work own initiative and under supervision • The ability to relate well to other team members, members of the public and staff of other agencies • The ability to deal with challenging individuals/ situations • Self-motivated and able to use initiative. • Ability to communicate effectively with young children and their families in individual and group settings • Ability to analyse data and write reports. • Have an understanding of schools and current issues regarding attendance • Have an understanding of relevant legislation • Have an understanding of issues that can affect regular school attendance/ attainment. • Have a knowledge of behaviour management programmes. • Organised and flexible approach to work • The ability to prioritise effectively 		AF, I and references

<p>Qualifications and Training <i>including professional qualifications</i></p>	<ul style="list-style-type: none"> • Good levels of literacy and numeracy will be required. • Willingness to undergo further training as required • Knowledge of Children’s Development is desirable • Knowledge of Children’s Act 1989 and the Every Child Matters Framework is desirable • CAF training is desirable • Safeguarding level 2 is desirable • GCSE A*-C (4-9) or • British regulated qualification framework level 2 and above or • International English language testing system (IELTS) score of 5.0 		<p>AF, I and References</p> <p>Fluency Duty - The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post</p>
<p>Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<ul style="list-style-type: none"> • The ability to travel to locations throughout Hereford City, as required • Police clearance 		<p>AF, I, references</p> <p>DBS check</p>

Line Manager Signature:

Date:

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed