

Job description

Job title: Home School Support Worker	Status: Perm
Team: ELAT Central Services	Reports to: Head Teacher – Hacton Primary School. Dotted line to C.O.O. for work planning purposes
	Direct reports: None
Department: School Improvement	Departmental budget holder: No

Position context:

Our purpose: To inspire our family of schools to provide opportunities for our pupils, staff, and leaders to be the best they can be to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

Position purpose: The role holder supports the aims and objectives of the Trust schools along with supporting the engagement, learning and achievement of children and young people by working with pupils, students and with parents, individually, in groups, as a community or a sub community. Strategic priorities and objectives can be Trust wide or at school level and, as a result, a wide variety of (shifting and changing) local needs may affect the responsibilities of the post holder, their way of working and the tasks they carry out.

Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> Is aware of and supports the ELAT vision, mission, and values. Can clearly describe how this role supports ELAT pupils and their parents. Is aware of and supports developments in the provision provided.
Planning	<ul style="list-style-type: none"> With teaching and support staff, and other professionals where appropriate, participate in the analysis, assessment, and prioritisation of need at Trust and/or school level Working with others, identify those children and young people who would benefit most from home-school support and, draw up and implement an action plan for each parent/family

Accountability	Key activities
Delivery	<p>This will include, but is not limited to:</p> <ul style="list-style-type: none"> • Develop a 1:1 relationship with parents/families identified for particular support, aimed at achieving the objectives defined in the action plan • Work with parents: individually, in groups, in specialist groups and/or as a community to support, develop and implement the objectives of the home-school support intervention programme • Develop and maintain a thorough knowledge and appreciation of the range of services, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide support for parents and provide that information to parents/carers where appropriate • Promote the safety of pupils and protect them from abuse, using the agreed procedures for identification, responding to disclosure and reporting to the relevant school DSL • Share information with local agencies, education authorities and other relevant parties, using agreed protocols and procedures • Participate in regular caseload and professional supervision, using standard professional protocols and procedures • To undertake any duties that might reasonably be regarded as within the responsibilities of the post in response to changes in working methods (increasingly digital) and environments (increasingly hybrid).
People Management / Organisational Development	<ul style="list-style-type: none"> • To fully take part in the Trust's performance management system • Participate in professional networks, share and develop best practice and attend local and national training
Information Management and Reporting	<ul style="list-style-type: none"> • Monitor, keep statistics, record, report and evaluate the implementation of all plans drawn up to implement home school support - using the agreed policies, procedures and processes of the school • To ensure attendance issue data is correct and recorded as per school / Trust guidance
Data Protection	<ul style="list-style-type: none"> • All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> • Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, trainees, or members of the public.

Accountability	Key activities
Good Citizenship	<ul style="list-style-type: none"> • Holds personal accountability in ensuring continual focus on enhancing the staff and trainee experience through actions, words, and behaviour.

Key Stakeholders:

Internal:

Trust Pupils

School SLT

Trust Educational welfare Officers (EWO)

School SENDCo leads

School DSL's

External:

Relevant Agencies

LBH Colleagues

Knowledge, skill, and experience requirements

Essential:

- High attention to detail
- Ability to organise workload, prioritise tasks and meet deadlines
- Ability to work independently
- Ability to be flexible and respond effectively to the 'unexpected'
- Awareness of sensitive information and the need for confidentiality
- Advanced user of Microsoft Office Packages
- Excellent inter-personal skills – able to interact with all stakeholders effectively
- An understanding of how children and young people develop and learn
- An understanding of child care, parenting skills, parental development and healthy parent-child relationships
- An understanding of child protection policies and procedures and a commitment to the principles of best practice
- Previous experience working with children and young people, parents or community groups in a paid or voluntary capacity

Desirable:

- NVQ3 in Work with Parents or Learning, Development and Support Services or equivalent qualification
- Awareness of the local range of support services and facilities available to support parents and carers
- Experience of pupil records systems (SIMS specifically)

Key behaviours:

- Demonstrate and role model Trust values which are:
 - *Passion*
 - *Respect*
 - *Inclusion*
 - *Challenge*
 - *Openness*