**ST JOHN’S CATHOLIC PRIMARY SCHOOL**

**JOB DESCRIPTION**

**Job Title:** Home School Support Worker School Business Manager

**Grade:** Kent Range 6

**Hours:** 8.30am to 4.30pm (35 hours per week, 38 weeks per year)

**Responsible to:** Inclusion Manager/DSL

**Context of Work:**

Based in school, the HSSW, working alongside the current Family Liaison & Attendance Officer, from a holistic approach will be primarily concerned with developing and maintaining good working relationships with parents/carers, children, teachers, educational support staff and external agencies.

**Purpose:**

To work with families, parents, carers and the school to enable children to have full access to educational opportunities and overcome the barriers to learning. This will include working with the wider family and community.

To support the Attendance Officer to promote good attendance and punctuality.

**Level of Contact with Children and Young People**

The responsibilities of the post require the post-holder to have substantial, unsupervised and daily contact with children and their families. It is subject to an enhanced Disclosure and Barring Service check.

**Duties and Responsibilities:**

* Work with parent/carers in a school context, supporting them and building their engagement with their child’s learning.
* To design and facilitate a flexible range of programmes of interventions to support parents/carers of children identified as vulnerable.
* To undertake outreach work which may include home visits, to offer a flexible support service in accordance with the Local Authority lone worker policy, in order to improve parental engagement with the school and with the child’s learning.
* To act as advocate, mediator and negotiator in confrontational situations, maintaining communication with children, parent/carers, schools and other agencies. This will include initiating and participating in meetings to discuss and develop ways of solving problems.
* To oversee targeted therapeutic support on a one to one basis or for small groups with parents/carers, children.
* To advise and inform parents/carers about relevant local services and where appropriate to make referrals to other agencies.
* To liaise and work with the Inclusion Manager/DSL, who is the line manager for the post holder and with the FLO/Attendance Officer.

**Liaison with other agencies:**

* To ensure effective communication between the school, parents/carers and external agencies and to understand the school’s culture and ethos.
* To provide informal opportunities for all parents/carers to access specialist support in the school and local community to increase their capacity to independently support the child’s learning.
* To act in accordance with the school’s child protection procedures and ensure the job holder keeps up to date with relevant training in this area.
* To contribute to child protection conferences, reviews, core group meetings, pastoral support plan meetings and school reviews as appropriate.

**Monitoring and evaluation**

* To keep accurate electronic daily records and all documentation pertaining to meetings/contact with children and young people and their families.
* To maintain receipts and documentation of any expenditure in order to facilitate the monitoring of the budget.
* Frequent monitoring of interventions/support delivered by pastoral support staff.
* Regular monitoring meetings with the Inclusion Manager and/or the Head Teacher.
* Produce a written annual impact report before the end of each summer term.

**Additional requirements depending on the needs of the school**

* Where appropriate to provide transition support between schools.
* To plan, prepare and run high quality, outcome focussed informal and formal parenting groups, workshops and courses.
* To support parents/carers of children identified as at risk of exclusion or having been excluded.

**Other organisational responsibilities**

* To occasionally attend out of hours meetings, for example parent evenings and school events.
* To ensure good practice and equal opportunity principles are complied with and promoted in accordance with the school Equal Opportunities Policy.
* To conform to health and safety legal requirements as determined by the school.
* To conform to safeguarding requirements as determined by the school and the Local Authority.
* To ensure a high level of confidentiality is maintained in all aspects of working with children and their families.
* To ensure all appointments, meetings and training sessions are logged on the school’s electronic diary system.

*This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder.*