

## Job Description

<b>Job Title:</b>	Home School Liaison Officer	<b>School Name:</b>	Beormund Primary School
<b>Grade and Range:</b>	Grade 8 Spine20 – 27 FTE £35,862 - £40,005 Actual £30,992 – £34,572	<b>Hours:</b>	36 hours Monday - Friday
<b>Reports to:</b>	Headteacher	<b>Working Pattern:</b>	Term Time Only (39 weeks)
		<b>Supervises:</b>	None

<b>Purpose and context:</b>	<ol style="list-style-type: none"> <li>1. To be an integral part of the school's Safeguarding team as a DDSL.</li> <li>2. To support and empower parents and carers to play an active, invested role in their child's education and schooling.</li> <li>3. To work effectively and strategically with a vast range of professionals to address children's barriers to learning.</li> </ol>
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### Principle Accountabilities:

- To assume the role of Deputy Designated Safeguarding Lead (DDSL) for the school in accordance with the Keeping Children Safe in Education document and London Children Protection procedures.
- Attend child protection conferences, case reviews, core group, child in need and team meetings (TAC, TAF, TAS).
- To provide a systemic approach to supporting children and their families by advising and signposting families and to make referrals to outside agencies, (MASH/CSC, CAMHS, FEH) where required.
- Empower parents and carers to feel confident to engage with their child's academic learning and social and emotional progress at school.
- To have the skills and experience to work in a multi-disciplinary way alongside education colleagues, therapists, outside agencies, parents and carers to help support their family relationships to become more effective.
- To support, address, give advice to and liaise with parents/carers, accompany them to meetings, visits to schools and outside agencies as required.
- To be an immediate point of contact within the school for children and families in crisis.
- Work with parents/carers to identify why their children are not achieving full attendance and recommend practical strategies to resolve the situation, working closely with school staff, the child and their family.
- Facilitate parenting programmes and support groups for parents/carers to help them improve their relationship with their children and deal positively with discipline, conflict and other issues.
- Support parents/carers, families and their children through transitional phases to ensure continual engagement with school and learning (e.g. secondary schools and/or mainstream experience).
- Develop innovative ways of engaging with and sourcing services for families, especially those who are harder to reach.
- To keep records and all documentation relating to meetings and relevant contact/conversations with children, young people and their families.
- To support the schools ethos to engage families in their children's learning through regular and supportive communication and the organisation of coffee mornings, home visits and enrichment trips.

- To continually communicate with the class teams to identify children at risk of under achieving.
- To provide training to colleagues around safeguarding and systems management and safeguarding.
- To be responsible for the organisation and content of the Personalisation & Safeguarding files held for each child at the school.
- Assist with first-aid and welfare duties for children.
- Work alongside the children in the classroom where needed to provide support. This may include covering support staff absence(s).
- To be responsible for evaluating elements of our school effectiveness through parent, carer and/or pupil questionnaires and complete and analyse the results.
- To provide written and verbal reports to the Senior Leadership Team and Governing Body on all matters relating to the safeguarding needs and pastoral support of the children
- To undertake any reasonable management request as required i.e. playground duties, quiet play zone, group work, class based interim roles.
- Effectively communicate with families through monthly newsletters, emails, texts, website updates and/or social media accounts.

### Other Duties

- To undertake other duties consistent with the scope of the post and within the competence of the post-holder as required.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post holder to ensure the smooth running of the school.

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy

### General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.

<p><b>General Statements</b></p>	<ul style="list-style-type: none"> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.</li> <li>▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.</li> <li>▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.</li> <li>▪ Being aware of responsibilities under the Data Protection act/GDPR for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To demonstrate a commitment to good customer care.</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> </ul>
<p><b>To contribute as an effective and collaborative member of the School Team</b></p>	<ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training as required.</li> <li>▪ Participating in the ongoing development and implementation of School Development Plans.</li> <li>▪ Contributing in meetings and being a supportive member of the school team.</li> <li>▪ Participate in regular safeguarding training.</li> </ul>

## Person Specification

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	Essential (E) or Desirable (D)	How assessed (A / I / T)
<p><b>Knowledge / qualifications:</b></p> <ul style="list-style-type: none"> <li>▪ At least 5 GCSE grade C or above which include English and Maths or equivalent experience or qualifications.</li> <li>▪ A sound working knowledge of Microsoft packages e.g. Word/Excel/Mail/PowerPoint.</li> <li>▪ Good knowledge of the role and purpose of the various outside agencies available to provide support to the children and their families at the school.</li> <li>▪ Knowledge and understanding of child protection legislation.</li> <li>▪ Knowledge of the KCSIE document and an understanding of the requirements of the lead professional role (DDSL).</li> <li>▪ Knowledge of First Aid Procedures.</li> <li>▪ Knowledge of information technology data management systems.</li> <li>▪ Evidence of continuing professional development in parenting support.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>	<p><b>Indicate how skill will be assessed either application form, at interview or tested.</b></p>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>▪ Experience of working with children, young people and parents/carers/families within the field of education, social care or the voluntary sector.</li> <li>▪ Experience of working with colleagues to set up personalised targets for individual pupils and of supporting the pupils in achieving these.</li> <li>▪ Experience of working with professionals from a variety of outside agencies.</li> <li>▪ Evidence of successful clerical and administrative experience in a comparable working environment.</li> <li>▪ Experience of managing/chairing meetings.</li> <li>▪ Experience of facilitating individual and group based parent/carer and family support groups.</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	

**Aptitudes, skills and competencies:**

- Ability to present detailed and written reports, in a clear and professional style
- Ability to collate, analyse and present a variety of data, for different audiences and purposes
- Ability to relate to children, young people, parents/carers and families with sensitivity and empathy.
- Ability to deal with difficult situations, to challenge where needed and manage conflict with individuals in a calm, fair and regulated way,
- Ability to carry out home visits, complete risk assessments, create chronologies and genograms of the children and their families.
- Ability to prioritise workloads, be flexible and adaptable, use own initiative and work under pressure to meet deadlines.
- Display professional integrity and maintain confidentiality.

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**Special conditions:**

- Motivated to work with vulnerable children & young people.
- An understanding of the principles of Keeping Children Safe in Education and a commitment to ensuring the health, safety and wellbeing of all children.
- Ability to build effective relationships but consciously maintain professional boundaries and offer challenge to parents and carers where necessary.
- Emotional resilience when working with challenging behaviours.
- Appropriate attitudes to use of authority, setting boundaries and holding high expectations for all.
- The postholder may be required to work outside of normal school hours on occasion, with due notice.
- All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.

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