**Job description**

**Role**: Home School Key Worker

**Accountable to**: Support for Learning Key Worker

**Conditions of service**: Grade 7

**Objective:**

* using attendance data provided by the School and the partnership primary schools, to follow up issues with the child/family/school involved to provide support and signposting to other agencies as appropriate.

**Main areas of responsibility:**

1. To offer support to parents/carers/families who are referred by schools because of concerns about their child’s attendance. This could be in the home, at school, in the local Children’s Centre or by telephone
2. To identify young people’s issues and family difficulties that impact on school attendance, to support schools in planning effectively for individual young people
3. To signpost young people where appropriate when issues at home are affecting or are likely to affect their attendance at school
4. Provide support for Heads of House or the primary Headteacher to allow them to assess the level of support required by that family/individual
5. Give particular attention to pupils transitioning from primary to secondary school and provide support to children/families as appropriate
6. To build bridges and promote closer collaboration between families and school
7. To promote awareness of support available to families within the local community, schools and other agencies
8. To provide feedback both verbal and written on work undertaken to Headteachers of Henley Schools partnership for evaluation and monitoring purposes.
9. To undertake any reasonable tasks, as directed by the Headteacher

The duties of the post may vary from time to time without changing the general character or the level of responsibility.

*The postholder is responsible for ensuring all county child protection policies are adhered to and concerns are raised in accordance with these policies.*

Person Specification

**Role:** Home School Key Worker

# The person appointed will be the one who most nearly fits this specification.

**Qualifications and experience:**

Experience of working within a people related environment (essential)

Education to A level or equivalent experience (essential)

Recognised qualification in education or social care (desirable)

Experience of working with school attendance data, understanding key issues relating to young people and families (essential)

Experience of working with young people (essential)

Suitability to work with young people\*

**Knowledge and skills:**

Constantly improves own practice through self-evaluation and learning from others

Have good people skills and relate well to young people and adults

Be a good communicator and have a good level of oral and writing skills

Ability to deal calmly with difficult situations

Ability to form and maintain appropriate relationships and personal boundaries with young people\*

**Personal attributes and attitudes:**

A liking for a busy environment, interacting with people of all ages

Be well organised, self-motivated and with good time management skills

Be prepared to attend training session as required

Emotional resilience\*

Good health and physical capacity for the job\*

\* DfES – Safeguarding Children – Recruitment and Selection