

## **Job Description**

**DIRECTORATE:** Education & Family Support

**DEPARTMENT:** Ysgol Bryn Castell

**POST:** Home School Liaison Officer

**GRADE OF POST:** Grade 9

**RESPONSIBLE TO:** Headteacher

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### **JOB PURPOSE:**

Under the direction of senior staff and in-conjunction with parents/carers and multi-agency colleagues, to coordinate, liaise and implement agreed programmes, provision and specialist care for pupils, who need help in overcoming barriers to learning, including developing their potential by raising standards of engagement, attendance and behaviour for learning.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Establishing and maintaining good relationships and effective communication between school, home and a range of multi-agency colleagues, through regular contact. Acting as a link between home and school, helping to secure access to education, encourage regular school attendance and support greater interaction from parents in their children's education.
- Providing advice, guidance and resources to parents to enable them to support their child at school and at home within increasing levels of independence, including the implementation of innovative solutions.
- Promotion of a purposeful, orderly, efficient and safe learning environment including safeguarding, confidentiality, data protection and health, safety and security, which allows equal opportunities for pupils to engage in learning.
- Maintaining excellent record keeping systems including assisting with the development and implementation of PEPs, Care and Support Plans and other assessments to encourage engagement, self-confidence, independence and increasing levels of self-regulation.
- Acting in the role of Designated Senior Person (DSP) for Child Protection with responsibility for safeguarding and child protection including management, coordination and response to safeguarding concerns including full and accurate records of concerns and action taken.

- Offering additional support and alternative approaches to learning and engagement including the supervision of pupils in both formal and informal activities/sessions as required and the implementation of strategies that secure high standards of attendance, behaviour and pupil development.
- Completing assessments and collecting pupil data, including providing information, reports and analysis on pupil attendance, wellbeing, engagement, progress and behaviour using a range of data and programmes.
- Participating in training and development activities in order to maintain own professional development and to enhance competence of own self and others.
- Undertaking any duties and responsibilities commensurate with the grade of the post and participate in the regular review of the job description.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Home School Liaison Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>NVQ Level 4 or equivalent in a relevant discipline.</li> <li>Evidence of continued personal and professional development.</li> <li>Safeguarding training.</li> </ul>	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with pupils within a Special School environment.</li> <li>Experience of working with pupils who are distressed or in difficult circumstances with challenging behaviour and their families.</li> <li>Good understanding of child development.</li> <li>Experience of working in situations of high stress and being able to think clearly.</li> <li>Good knowledge, experience and understanding of legislation relating to child protection and school attendance.</li> <li>Good understanding of classroom roles and responsibilities.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to form constructive working relationships and engage effectively with pupils, colleagues and others.</li> </ul>	Yes	Interview, application form, and selection process.



Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> <li>Ability to communicate clearly and effectively.</li> <li>Ability to work in a confidential and sensitive manner in response to challenging issues and plan/organise workloads accordingly.</li> <li>Good record-keeping and IT skills (across the full range of Microsoft Office packages and databases).</li> <li>Ability to work flexibly and proactively independently and as part of a multi-agency team.</li> <li>Ability to assimilate and analyse information from a variety of sources.</li> <li>Good problem-solving skills and the ability to identify practical solutions.</li> <li>The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	