

Home School Liaison Worker – Job Description

Job Title

Home School Liaison Worker/DDSL

Grade

Grade 12

Hours

33.33 hours per week

Monday to Friday, 8.20am – 3.30pm

Responsible To

Headteacher / Designated Safeguarding Lead (DSL)

Purpose of the Role

To work in partnership with children, families, school staff and external agencies to support pupil wellbeing, attendance, safeguarding and engagement with school. The Home School Liaison Worker will help strengthen positive relationships between home and school, remove barriers to learning and promote positive outcomes for children and families.

The postholder will lead Safeguarding within the school, contributing to the school's safeguarding culture and providing pastoral and early help support for vulnerable pupils and families.

Main Duties and Responsibilities

Family and Pupil Support

- Build positive, trusting and supportive relationships with children, parents and carers.
- Act as a key point of contact between home and school for families requiring additional support.
- Support children and families with issues relating to attendance, punctuality, wellbeing, behaviour and engagement in school life.
- Provide practical and emotional support to families in a professional and non-judgemental manner.
- Carry out home visits where appropriate and in line with school procedures and risk assessments.
- Help identify barriers to learning and work collaboratively with families and staff to address these.
- Support vulnerable pupils and families through periods of challenge, transition or crisis.
- Promote positive parenting relationships and encourage parental involvement in children's education.

Safeguarding and Early Help

- Work closely with the Headteacher to lead Safeguarding within the school and Nursery, taking responsibility for first response to concerns through the use of the Safeguarding portal "My Concern".
- To support safeguarding procedures and family support plans.
- Contribute to the identification of safeguarding concerns and follow school safeguarding procedures appropriately.
- Maintain confidentiality while ensuring safeguarding information is shared appropriately and in line with statutory guidance.
- Support the completion, implementation and review of Early Help plans and referrals where required.

- Liaise effectively with external agencies and professionals including social care, health services and family support agencies.
- Maintain accurate, timely and professional safeguarding, attendance and pastoral records.

Attendance and Inclusion

- Monitor and support pupil attendance and punctuality alongside school leaders.
- Work proactively with families to improve attendance and reduce persistent absence.
- Support reintegration plans and transitions for pupils experiencing difficulties attending school.
- Promote inclusion and equal opportunities for all pupils and families.
- Contribute to creating a safe, nurturing and inclusive environment where children feel valued and supported.

Communication and Partnership Working

- Develop effective working relationships with staff, parents, carers and outside agencies.
- Attend relevant meetings relating to safeguarding, attendance, pastoral support and family welfare.
- Contribute to multi-agency meetings and provide reports or updates where appropriate.
- Promote positive communication between home and school.

General Responsibilities

- Work in accordance with school policies and procedures at all times.
- Undertake relevant training and continued professional development.
- Participate in meetings, supervision and appraisal processes as required.
- Carry out other duties appropriate to the grade and nature of the post as reasonably requested by the Headteacher.

Person Specification

Essential Criteria

Experience

- Experience of working with children and families.
- Experience of supporting vulnerable children or families.
- Experience of multi-agency working or partnership working.

Knowledge and Understanding

- Good understanding of safeguarding and child protection procedures.
- Understanding of barriers to learning, attendance and family engagement.
- Awareness of confidentiality and professional boundaries.
- Understanding of inclusion and the needs of vulnerable families.

Skills and Qualities

- Excellent communication and interpersonal skills.
- Ability to build positive relationships with children and adults.
- Empathy, resilience and a calm, professional manner.
- Ability to manage sensitive situations appropriately.
- Good organisational and record-keeping skills.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality while following safeguarding requirements.

Other Requirements

- Commitment to safeguarding and promoting the welfare of children.
- Willingness to undertake home visits and work flexibly when required.
- Satisfactory enhanced DBS clearance and references.

Desirable Criteria

- Relevant qualification in childcare, family support, social care, safeguarding or related field.
- Experience working within a school or educational setting.
- Knowledge of attendance procedures and early help processes.
- Experience supporting families affected by social, emotional or behavioural difficulties.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check, provide satisfactory references and comply with safer recruitment procedures.