

Hanson School

JOB DESCRIPTION

JOB TITLE:	Home School Liaison Officer (HSLO)
SALARY GRADE:	Band 5 (4-6) Actual salary £15,717 - £16,352
STATUS:	Permanent
HOURS:	37hours per week, 38 weeks term time plus 5 training days
HOURS OF WORK:	8.00am – 4.00pm Monday to Friday with 30 minutes for lunch to be taken outside of the school's split lunchtime. Hours to be flexible and determined by needs of the school and managed by Senior HSLO Officer
RESPONSIBLE TO:	Strategic Lead Attendance

Overall purpose of this post:

To contribute to raising achievement by promoting high levels of attendance and punctuality
To make contact with parents/carers, assess reasons for student absence and facilitate their return to regular full-time attendance

Summary of job tasks:

- To assist checking of attendance registers/reports to identify patterns in attendance and punctuality data and from this draw up priority lists for home visits
- To assist the Senior HSLO's in liaising with parents/carers and visit pupil's homes to discuss attendance, punctuality and welfare issues, establish reasons for non-attendance and setup and implement Attendance Action Plans to facilitate a return. To maintain regular contact with the families/carers of students in need of extra support
- Support the senior HSLO's Liaising with other professionals to address issues around truancy and issues that may be affecting attendance e.g. drugs or alcohol misuse, bullying, youth offending
- Assist the Senior HSLO's in liaising with the Pastoral Progress Managers, Form Tutors and Curriculum Leaders in instigating and delivering strategies to target improvements in pupils considered to be 'at risk'
- Assist the Senior HSLO's development and organisation of attendance incentive schemes to promote and celebrate achievements
- Ensure that any issues outside the remit of HSLO are referred to an appropriate alternative agency
- Be aware of policy on lone working and health and safety issues and consult with appropriate senior staff before visiting a family home

- Signing students in and out of school
- To ensure that the Attendance Policy is adhered to in relation to individuals and groups of students
 - Inform parents of appropriate welfare provisions eg free school meals, uniform grants
- First day calling
- Initiate appropriate legal action with the Senior Pastoral Officer to ensure statutory responsibilities are being met
- Provide advice and support for pupils returning after a long illness in collaboration with Year Teams
- Deliver work for students absent due to illness or exclusion
- Keep clear and concise records of all consultations, meetings, home visits and telephone calls and document effectively within school systems
- Collate information, provide evidence for court proceedings and other formal procedures

Child protection:

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively

Other Tasks:

- Keep up to date with the relevant guidelines, procedures, forms etc. used in the School
- Deal with students who are sick or ill until collected by parents/carers
- Be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the school behaviour policy
- Undertake duties and tasks related to the above deemed reasonable by the Head teacher and Human Resources Manager
- Attend relevant courses and any other training deemed reasonable within the requirements of this post
- Be responsible for the safe keeping of computer hardware and software and for ensuring the requirements of the Data Protections Act are met
- Support and promote the School ethos and contribute to the overall aims of the School
- Be aware of, and comply with, the School's policies and procedures and Staff Code of Conduct
- Contribute to organising School events as required
- Keep abreast of developments and changes in fields relevant to the role, and communicate these to staff as required
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in appraisal, training and professional development as required
- Carry out other reasonable requests appropriate to the grade

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but in consultation with you, may be changed by the Head teacher/Human Resources Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: Support Staff

Signed: Line Manager

Date:

**HANSON SCHOOL
PERSON SPECIFICATION**

HSLO

CRITERIA	REQUIREMENTS	E/D*
A. TRAINING AND EDUCATION	GCSE English or equivalent qualification. GCSE Maths or equivalent qualification. IT Qualification or good knowledge of using Word, Microsoft, Excel. SIMS Trained or relevant experience. A willingness to be trained in any other systems as required. Hold a First Aid Qualification.	E E E D D
B. EXPERIENCE AND KNOWLEDGE	At least one year working in an office environment. Experience of working in an educational environment. Experience of dealing with the public both face to face and on the telephone. Knowledge of good practice, policies and procedures in schools/colleges including Child Protection.	E D E D
C. EQUAL OPPORTUNITY	Must be able to recognise discrimination in its many forms and willing to put the Council's Equal Opportunities Policy into practice. Must be sensitive to the requirements of disadvantaged groups and students with special educational needs.	 E E
D. QUALITIES AND SKILLS	Good organisational skills and self motivated. Ability to work on own and as part of a team to meet deadlines. Ability to multi-task and prioritise work effectively on a day-to-day basis and when under pressure. Appreciation of the need for honesty and confidentiality. Have a pleasant and caring manner when dealing with students, parents/carers, governors, visitors and staff. Good communication skills both written and verbal.	E E E E E E
E. OTHER CONDITIONS	Willing to work additional hours to support staff absence if required. Able and willing to attend/achieve further training/qualifications where appropriate, e.g. First Aid, ICT, etc Must satisfy relevant pre-employment checks.	 E E E

* E = Essential D = Desirable