**Job Description: Home School Family Link Worker**

**Reports to:** Executive Head

**Start date:** September 2025

**Location:** Regional – 2 days a week each in Ark Ayrton and Ark Dickens Primary Schools

**Contract:** Permanent

**Working:** 4 days a week. Term Time + 10 days during school holidays

**Salary:** £21,746 - £26,068 per year Actual Salary

**The Role**

As the **Home School Family Link Worker**, you will be a key member of the Pastoral Support Teams across both schools. We would particularly welcome applicants with a **school nurse or medical background**, as this experience would be valuable in supporting children and families facing barriers to attendance related to medical issues. However, we also encourage applications from those with strong experience in education, social care or family support.

You will play a vital role in providing high-quality pastoral support and advice to families of vulnerable children—helping to address barriers, promote high expectations, raise aspirations, empower parents/carers and support children in making excellent progress.

**Key Responsibilities**

* Promote inclusion and acceptance of all children and parents/carers, including those with special educational needs and/or disabilities
* Identify families and children in need of additional support and foster effective home-school partnerships
* Provide welcoming and supportive opportunities to engage parents in school life, with a focus on reaching under-represented or harder-to-reach families
* Offer medical advice to parents/carers and support the development of care plans for identified children
* Provide targeted support to parents/carers, including parenting strategies, home routines, behaviour support, literacy and language development, curriculum information, device management and homework routines
* Signpost and coordinate external agency support for families
* Support parents/carers with paperwork, referrals and attend meetings to advocate on their behalf
* Maintain accurate and professional records to support referrals and multi-agency working
* Collaborate with school leaders and teachers to help resolve issues impacting children’s progress
* Engage in ongoing professional development to remain current with best practices
* Build and maintain strong partnerships with external agencies and professionals
* Promote positive change by empowering parents/carers and children to build resilience and independence

**Liaison**

* Attend school pastoral and multi-disciplinary team (MDT) meetings, contributing to planning and actions
* Liaise with community and external agencies to support the wellbeing of children
* Maintain regular communication with parents/carers to ensure continuity of support and act as a trusted link between home and school

**Monitoring and Evaluation**

* Track the progress of families on your caseload, evaluating the impact of support provided
* Monitor the emotional wellbeing and development of children using inclusion data
* Track attendance, behaviour, and achievement of identified children

**Other**

* Carry out other reasonable tasks as directed by Executive Headteacher

**Person Specification: Home School Family Support Worker**

**Qualification Criteria**

* Right to work in the UK
* Good Literacy and numeracy – GCSE Maths and English or equivalent
* Relevant school-based qualifications desirable
* School nurse/medical qualification – highly desirable

**Knowledge, Skills and Experience**

* Experience of establishing effective, appropriate relationships with hard to reach and vulnerable children and their families, stakeholders and the wider community
* Experience of working effectively with vulnerable children, their families and other stakeholders within and outside of a school community
* Excellent communication and interpersonal skills and the ability to maintain effective working relationships with a variety of stakeholders
* Able to work positively with families and to engage their support in improving attendance, behaviour and other barriers for children

**Personal Characteristics**

* Values based practice
* Genuine passion for and a belief in the potential of every child
* Deep commitment to Ark’s mission of providing an excellent education to every child, regardless of background
* Positive, calm and caring nature
* Relational approach
* Able to work on own initiative and make good judgements
* Work positively and effectively as part of a team
* Demonstrate resilience, self-control and adaptability
* Maintain confidentiality and discretion at all times

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/sites/Ayrton2/Office/HR/Vacancies/Archive/Ark%20Safer%20Recruitment%20Procedure.pdf)*.*