

# Job Description – Family Links Worker

School: Tetsworth Primary School (John Hampden and Tetsworth Schools' Federation)

Employer: Oxfordshire County Council

Contract: Fixed-term

Grade: Grade 7

Salary (actual): £12,985 – £13,859

Hours: Part-time (3 days per week)

Start date: 13<sup>TH</sup> April 2026

Line Manager: Headteacher

## Job Purpose

To improve outcomes for children and families by providing early intervention and targeted family support, strengthening home–school relationships, improving attendance and engagement, and promoting wellbeing.

## Main Duties and Responsibilities

### 1) Direct work with children and families

- Develop positive home–school links and encourage effective communication between school and families.
- Provide practical support, advice and guidance to families, including during times of challenge or crisis.
- Support parenting skills through 1:1 guidance and/or parent workshops.
- Promote engagement in children's learning and help families build confidence in supporting learning at home.
- Support families to access relevant information, services and benefits, including signposting to universal and targeted provision.
- Liaise with the SENDCo to support families' understanding of SEND processes and documentation.
- Organise meetings, drop-ins and structured support at appropriate times to reduce barriers to access.
- Maintain a robust understanding of, and adhere to, safeguarding, child protection and lone working procedures; escalate concerns promptly to the DSL.

### 2) Emotional regulation and wellbeing (school approach, e.g. Thrive-informed)

- Work alongside staff and families to support pupils' emotional regulation using relational and co-regulation strategies.
- Support targeted pupils with agreed approaches/interventions to increase readiness to learn, and communicate strategies to families to promote consistency.
- Record outcomes and next steps, contributing to wider pastoral planning.

### 3) Attendance and engagement

- Support improved attendance and punctuality for targeted pupils and families.
- Contribute to attendance meetings, action plans and agreed interventions.
- Work with school staff and external agencies where appropriate to reduce barriers to attendance and sustain improvement.
- Keep accurate records and contribute to impact monitoring.

#### **4) Coordination, liaison and multi-agency working**

- Liaise regularly with senior leaders, the DSL team, SENDCo and relevant staff to plan and coordinate support.
- Contribute to Early Help processes (e.g., Strengths & Needs documentation) to identify need, plan support and review impact.
- Support referrals and multi-agency working (e.g., Team Around the Family) ensuring clear actions and follow-up.
- Maintain accurate, timely records of contact, actions and outcomes in line with school systems and data protection.

#### **5) General and professional responsibilities**

- Work within equalities and anti-discriminatory practice, promoting inclusion and respect.
- Maintain up-to-date knowledge of relevant guidance (family support, safeguarding, attendance and inclusion).
- Take responsibility for own professional development and attend training/supervision as required.
- Undertake any other duties commensurate with the grade and purpose of the role, as directed by the Headteacher.

#### **Safeguarding**

Tetsworth Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment will be subject to enhanced DBS clearance and safer recruitment checks in line with Keeping Children Safe in Education (including online checks).