



Brackenhill Primary School
Outline Job Description
Home School Liaison Officer (HSLO)

Factor	Essential	Desirable	Means of Assessment
1. SKILLS, KNOWLEDGE AND APTITUDE	- Effective verbal and written communication skills - Effective organisational skills - Knowledge of school curriculum - Awareness of the kind of services available to parents and children within a multi-ethnic community.	- Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment. - Knowledge of key educational and curriculum issues. - Fluent in speaking a language additional to English	Application Form, Interview and References.
2. QUALIFICATIONS AND TRAINING	- GCSE in English and Mathematics – Grade C or above - Must have a valid first aid certificate or be willing to undertake first aid training and deliver first aid duties in school - Must be willing to undertake training for and perform fire marshal duties	Teaching Assistant Qualification or equivalent	Application Form. Certificates to be presented at interview
3. EXPERIENCE	- Experience of working with children and adults in a paid or voluntary capacity - Experience of working in multi-ethnic communities	Involvement in education/working with schools and/or Social Services settings.	Application Form, Interview and References.
4. DISPOSITION	- Reliable with good timekeeping and attendance record. - Willingness to seek guidance and support - A positive approach to problem solving - The ability to work on own initiative		Application Form, Interview and References.
5. SPECIAL REQUIREMENTS	- Commitment to Equal opportunities - No adverse criminal record		DBS check