



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

Factor	Essential	Desirable	Means of Assessment
1. SKILLS, KNOWLEDGE AND APTITUDE	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Teaching Assistant Qualification or equivalent 	Application Form. Certificates to be presented at interview
3. EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children and adults in a paid or voluntary capacity • Experience of working in multi-ethnic communities 	<ul style="list-style-type: none"> • Involvement in education/working with schools and/or Social Services settings. 	Application Form, Interview and References.
4. DISPOSITION	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Commitment to Equal opportunities • No adverse criminal record 		DBS check