



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

Factor	Essential	Desirable	Means of Assessment
<b>1. SKILLS, KNOWLEDGE AND APTITUDE</b>	<ul style="list-style-type: none"> <li>Effective verbal and written communication skills</li> <li>Effective organisational skills</li> <li>Knowledge of school curriculum</li> <li>Awareness of the kind of services available to parents and children within a multi-ethnic community.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment.</li> <li>Knowledge of key educational and curriculum issues.</li> <li>Fluent in speaking a language additional to English</li> </ul>	Application Form, Interview and References.
<b>2. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>GCSE in English and Mathematics – Grade C or above</li> <li>Must have a valid first aid certificate or be willing to undertake first aid training and deliver first aid duties in school</li> <li>Must be willing to undertake training for and perform fire marshal duties</li> </ul>	<ul style="list-style-type: none"> <li>Teaching Assistant Qualification or equivalent</li> </ul>	Application Form. Certificates to be presented at interview
<b>3. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working with children and adults in a paid or voluntary capacity</li> <li>Experience of working in multi-ethnic communities</li> </ul>	<ul style="list-style-type: none"> <li>Involvement in education/working with schools and/or Social Services settings.</li> </ul>	Application Form, Interview and References.
<b>4. DISPOSITION</b>	<ul style="list-style-type: none"> <li>Reliable with good timekeeping and attendance record.</li> <li>Willingness to seek guidance and support</li> <li>A positive approach to problem solving</li> <li>The ability to work on own initiative</li> </ul>		Application Form, Interview and References.
<b>5. SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Commitment to Equal opportunities</li> <li>No adverse criminal record</li> </ul>		DBS check