**LIBRARIAN - PERSON SPECIFICATION**

**E= Essential, D = Desirable**

|  | **E** | **D** |
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| **Skills/Abilities** | | |
| Able to organise own workload and activities to deadline and quality standards | **✔** |  |
| Ability to understand and follow procedures e.g. health & safety, child protection and safeguarding, school behaviour policy | **✔** |  |
| Able to demonstrate understanding of complex problems and apply in depth knowledge to address them |  | **✔** |
| Able to develop original techniques, methods and solutions | **✔** |  |
| A team player able to work effectively in a team and contribute to wider initiatives. | **✔** |  |
| Able to supervise work of students | **✔** |  |
| Ability to create effective relationships with a variety of different people | **✔** |  |
| Able to have a positive impact on desired student behaviour | **✔** |  |
| Good communication skills, with a high level of literacy and the ability to clarify and explain instructions | **✔** |  |
| Able to communicate and build positive relationships with parents and other stakeholders | **✔** |  |
| The ability to support, motivate, encourage and understand students maintaining an appropriately professional and detached relationship | **✔** |  |
| Professionally discrete and able to respect confidentiality in particular areas | **✔** |  |
| Effective use of ICT | **✔** |  |
| Ability to work with and analyse data | **✔** |  |
| **Knowledge and Understanding** | | |
| Awareness of the needs of children with a variety of SEND needs |  | **✔** |
| Some knowledge of the Children Act and education legislation |  | **✔** |
| Awareness of the reasons for students getting into difficulties and strategies for how to assist students in overcoming them | **✔** |  |
| **Experience** | | |
| Experience of working in an educational setting |  | **✔** |
| Demonstrable experience of working with young people |  | **✔** |
| Experience of working with vulnerable children |  | **✔** |
| Experience of cataloguing / organising stock |  | **✔** |
| **Qualifications/Training** | | |
| Education equivalent to A-level standard | **✔** |  |
| Degree or other higher qualifications |  | **✔** |
| Other qualifications relevant to the post |  | **✔** |
| NVQ Level 3 Teaching Assistant qualification or equivalent |  | **✔** |
| Training in the relevant strategies e.g. dyslexia, autism, literacy, numeracy, ICT |  | **✔** |
| Willingness to obtain relevant qualifications | **✔** |  |
| **Attributes** | | |
| Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people | **✔** |  |
| The ability to deliver cover work and actively engage with children during cover lessons |  | **✔** |
| A team player with the ability to build effective working relationships with all pupils and colleagues | **✔** |  |
| Ability to work proactively and at pace, remaining calm under pressure. | **✔** |  |