

WALBOTTLE CAMPUS – Person Specification
Learning Support Centre [LRC] Librarian N5

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 3 qualifications. • Maths and English at Level 2. • CILIP Certificate or equivalent. 	<ul style="list-style-type: none"> • Degree/Equivalent in relevant subject eg Information Science, Librarianship. • CILIP Chartership. • Masters level study.
Experience	<ul style="list-style-type: none"> • Knowledge and experience of supporting students in a relevant role. • Working with children of relevant age in a learning/ library environment. • Maintaining and developing stock and online resources to support the curriculum. • Selecting and preparing resources for use in LRC. 	<ul style="list-style-type: none"> • Knowledge/experience of supporting monitoring and evaluating student performance. • Knowledge and experience of Eclipse software library programme [or similar]. • Invigilating IT based tests. • Supervising pupils, under an agreed system of supervision. • Management of budget.
Professional Development	<ul style="list-style-type: none"> • Relevant CPD over last three years. 	
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively orally and in writing. • Ability to form good relationships with parents, adults and students. • Ability to work collaboratively within a team. 	<ul style="list-style-type: none"> • Good time Management • Proven ability to create conditions for sustained improvement. • The ability to use ICT creatively to promote student engagement and achievement.
Personal Qualities	<ul style="list-style-type: none"> • Sense of humour and perspective • Enthusiastic and inspires others. • Approachable. • The ability to be a positive team member. 	

Knowledge and Competence	To demonstrate: <ul style="list-style-type: none"> • Strategies for ensuring inclusion and diversity • Ability to access, analyse and interpret information as required. • 	To demonstrate: <ul style="list-style-type: none"> • Supporting student care and achieving excellence. • Knowledge of Self review and evaluation procedures [whole school/ departmental/ year].
Understanding	<ul style="list-style-type: none"> • Use of a intervention strategies to support student behaviour. 	<ul style="list-style-type: none"> • Understanding and experience of the work of the school governors.
Other Qualities	<ul style="list-style-type: none"> • Inspire, challenge, motivate and empower others to carry the vision forward. • Model the vision and values of the school. • Demonstrate personal enthusiasm for and commitment to the learning process. • Resilience. • Loyalty to the Leadership Team and the Governing Body. 	