

**LEAD LIBRARIAN/LEARNING RESOURCE CENTRE MANAGER**

**PERSON SPECIFICATION**

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|  | **Essential**  |
| **Experience**  | Experience of working in a library or learning resource centre, preferably in a school or college environment.  Experience of utilising IT and skills to access and retrieve information.  Experience of working with young people and meeting their particular needs and requirements.  |
| **Qualifications/ Training**  | Fully qualified Chartered Librarian or equivalent experience.  |
| **Knowledge/** **Skills**  | Knowledge of contemporary children’s literature  Knowledge of the full range of resources appropriate to the age range of the Academy and the ability to use/manage these resources.  Skills and confidence to be able to instruct groups of young people.  Able to work in a changing environment, be open to new ideas.  High level of oral and written communication skills.  Able to work as part of a team and in partnership with teachers and other staff. Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff  Effectively use IT and other equipment and resources.  Full working knowledge of school policies including Safeguarding/Child Protection, Health and Safety, and Equal Opportunities.  Knowledge of the school curriculum as it affects the service the library provides.  Ability to self-evaluate professional development needs and actively seek learning opportunities.  Ability to work under pressure, meet deadlines, initiate, plan and lead.  Ability to empathise with and provide for the needs of a diverse learning community.  Strategic planning and financial management skills.  To promote the safety and wellbeing of students, ensuring that the School’s Child Protection and Safeguarding policies and procedures are promoted within the School’s ability to practice collective responsibility  |
| **PERFORMANCE MANAGEMENT** **EQUALITY OPPORTUNITY** **SAFEGUARDING CHILDREN**  | Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school’s performance management cycle. The post holder will be expected to undertake all duties in the context of and in compliance with the school’s equal opportunities policies. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance |