Librarian and Careers Support

PERSON SPECIFICATION

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| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **Education &**  **Qualifications** | * Educated to a good standard of education (eg 5 A\*-C at GCSE) * Relevant courses such as coaching/mentoring/study support whilst working with young people | * Degree qualification | AF |
| **Skills, abilities and**  **experience** | * Ability to motivate young people * Knowledge of IT packages, including Microsoft Office. * Understanding of library systems and operations **or** previous administration experience with transferable skills. | * Evidence of working with 11-16 year old students * Experience of primary/secondary education | AF INT  RF |
| **Professional Development** | * Demonstrable commitment to own continued professional development by undertaking any training required to fulfil the role. |  | AF INT  RF |
| **Other skills and attributes** | * Ability to relate well to children & adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these * To have good working knowledge and understanding of how to apply a range of behaviour management strategies to support both groups and individuals * Able to manage own time efficiently and effectively * Able to use ICT to record information |  | AF  INT  RF |
| **Disposition** | * High level of interpersonal skills * Able to advise, support, motivate and challenge students * Self confident and able to work alone for long periods and on own initiative * High level of communication skills including attention to accuracy * Able to liaise with Academy staff and external agencies when sourcing and allocating cover teachers * Ability to manage and organise cover arrangements especially in respect to forward planning for pre-arranged cover and responding to absence call to provide emergency unplanned cover * Able to work as part of a team and to accept management support/direction |  | AF  INT  RF |

\* AF = Application Form

SS = Supporting Statement

INT= Interview

RF = References