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
 |  | AFINT 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
 |  | AFINT RF |

\* AF = Application Form

 SS = Supporting Statement

 INT= Interview

 RF = References